

Employment Opportunity

State of California State Council on Developmental Disabilities (SCDD)

Headquarters Office
1507 21st Street, Suite 210
Sacramento, CA 95811
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(916) 443.4957 (Fax)

CLASSIFICATION: **Deputy Director of Policy and Planning**, 1 Position
LOCATION: Sacramento, CA
TENURE/TIME BASE: Exempt, Full-Time
SALARY RANGE: \$8,144.00-\$9,071.00 per month (Exempt Level J)
FINAL FILING DATE: Close of Business: October 1, 2014
CONTACT: Dee Anne Holloway (DeeAnne.Holloway@scdd.ca.gov)

This is an exempt position appointed by Governor Edmund G. Brown Jr. If you are interested in the position please submit a cover letter, a completed standard state application form (STD. 678), a resume, and the name and telephone number of at least three references to:

Dee Anne Holloway
Personnel Officer, SCDD
1507 21st Street, Suite 210
Sacramento, CA 95811

All interested eligible persons are encouraged to apply. Applications will be screened for experience and only the most qualified will be contacted for an interview.

SUMMARY OF RESPONSIBILITIES

Under the general supervision and direction of the Executive Director, the Deputy Director of Policy and Planning facilitates Council efforts to: develop, promote, publicize and implement public policy for California as it affects people with developmental disabilities; design effective needs-assessment and issue identification processes and use them, along with the results of system evaluation, as the basis for creating the California State Plan in accordance with federal and state mandates; provide leadership and direction to the developmental disabilities community through promulgation of the policies and priorities established in the State Plan; and promote the development of effective services and programs for persons with developmental disabilities. In addition, the Deputy Director of Policy and Planning serves as chief advisor to the Council on legislation and also plans, organizes, and directs SCDD's legislative program. The Deputy Director of Policy and Planning is appointed by and serves at the pleasure of the Governor.

A. Job Duties:

- 20% Planning - Directs all aspects of Council planning through the development, implementation, amendment, and assessment of outcomes identified in the State Plan in accordance with federal and state statute, including developing and controlling the identification of major unmet needs and merging critical issues within the California developmental disabilities service system. Oversees the design, development and implementation of the SCDD Strategic Plan. Serves as chief advisor to the Council on strategic planning.
- 20% Policy Development - Directs, organize and controls the processes and procedures for managing all Council policy analyses, developing policy issues and alternatives for consideration by the Council; and directing the development and implementation of Council programs and policies. Serves as the chief advisor to the Council, all Council offices, and the 13 local Area Boards in developing the organizational processes to identify statewide and local need for policy changes.
- 20% Program Development – Develops needs assessment policies and provides leadership in the Council's awarding of community program development grants for new and innovative programs throughout California. Serves as the Council's lead negotiator regarding the development of new and innovative programs within State and local agencies that fund or provide services to individuals with developmental disabilities. Oversees and manages the SCDD community development grant program.
- 20% Legislative Coordination - Plans, organizes, and directs SCDD's legislative program. Serves as policy advisor on problems and issues regarding the planning, management, and coordination of SCDD's legislative program. Acts as the departmental liaison regarding legislative matters before the Legislature, and other public organizations. Provides support to Council committees and/or task forces related to legislation and developmental disabilities system evaluation issues. Develops materials to facilitate committee and Council action on legislative and programmatic initiatives. Coordinates the Council's legislative activities with other program and policy development initiatives to ensure organizational continuity. Advises staff on all issues relative

A. Job Duties: - continued

to legislation and legislative proposals that may affect persons with developmental disabilities.

10% Research and Analysis - Oversees and directs the Council's research, data collection and analysis activities. Develops necessary research systems and tools to ensure the integrity of the Council's data collection analysis and the resulting major policy reports. Assists the Council in obtaining grant support for research or demonstration projects pertaining to issues identified by the Council and the State Plan.

10% Manage Council Policy - Manages and supervises all SCDD policy staff, the Council's Planning and Program Development Committee, and all policy subcommittees, work groups, task forces, and/or select committees. Directs all public hearings related to the development of the State Plan. Coordinates with governmental and non-governmental agencies and organizations related to identification of issues, promulgation of policy and implementation of various plans.

B. Supervision Received:

The Chief Deputy Director provides general direction and supervision to the Deputy Director of Policy and Planning.

C. Supervision Exercised:

The Deputy Director of Policy and Planning supervises staff involved in policy, planning, and legislative activities for SCDD.

D. Administrative Responsibility:

The Deputy Director of Policy and Planning is responsible for those policy and personnel functions normally assumed by a division manager. The Deputy Director of Policy and Planning directs all electronic data and outcomes collection and all program policies regarding the Council's community program development grants program.

E. Personal Contacts:

The Deputy Director of Policy and Planning interacts with State department directors, primary and secondary consumers, Council members, representatives of agencies and organizations concerned with the provision of services to persons with developmental disabilities, the Legislature, vendors, contractors, and the public.

F. Actions and Consequences:

The Deputy Director of Policy and Planning is critical to the success of the organization since this position is responsible for all policy development, planning, and evaluation activities for the Council as required under Federal and State law and has the primary responsibility to represent the Council before the California State Legislature and other organizations to develop positions on various legislative and other programmatic proposals. Without these services, the Council would not be able to meet its mandates as required by Federal and State law.

G. Other Information:

The Deputy Director of Policy and Planning should have leadership, management and supervision experience, experience in developing complex electronic and other data-bases, performing in-depth analyses of complex programs and their policy implications; organizing and integrating ideas and plans, developing policy alternatives and supportable recommendations; and utilizing electronic data processing and various systems research methodologies. The Deputy Director of Policy and Planning should have a working knowledge of the legislative process and the developmental disabilities services system, or other social or health programs, including an understanding of legislative, budgetary and public policy issues. The Deputy Director of Policy and Planning should have the ability to: articulate verbally and in writing complex public policy to persons unfamiliar with the developmental disabilities services system; articulate verbally and in writing controversial Council positions in a manner which does not create animosity; develop viable coalitions designed to achieve the Council's objectives; create consensus among diverse groups; draft and analyze legislative and program proposals; negotiate compromises based general Council policy direction perhaps without clearly defined limits; maintain a working relationship with other agencies and groups in the system.