

**State of California
 State Council on Developmental Disabilities
 Area Board Operations
 Deputy Director for Area Board Operations
 DUTY STATEMENT**

Employee Name: Vacant	Classification: Deputy Director for Area Board Operations	Exempt Level: Review Pending	Position Number: 792-114-3042-001
Unit: Area Board Operations		Division: Area Board Operations	
Position Appointment Date:			

SUMMARY OF RESPONSIBILITIES

The State Council on Developmental Disabilities (SCDD) is an independent state agency established by federal and state law. Its mandate is systemic change, capacity building, and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, all of whom are appointed by the Governor. The Deputy Director for Area Board Operations, as part of SCDD's Executive Management Team, helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 *et seq.*) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 *et. seq.*).

Under the general supervision and direction of the Executive Director, with assistance from the Deputy Director of Administration, the Deputy Director for Area Board Operations participates in managing the operations of SCDD's 13 Area Boards Offices; provides direction to the 13 Area Board Executive Directors (Exempt Levels O and N); and provides assistance to the local Area Boards, including but not limited to, resolving common problems, improving coordination, and fostering the exchange of information among the Area Boards and between the Area Boards and the State Council. The Deputy Director for Area Board Operations is appointed by and serves at the will of the Governor.

A. Job Duties:

- 50%** Responsible for the establishment and oversight of procedures for all Area Board offices and providing direction to the Area Board Executive Directors.

A. Job Duties - continued:

35% Manages, coordinates, and resolves common problems; and coordinates communication and exchange of information among Local Area Board members (appointed volunteer Board of Directors) and Area Board office staff.

15% Other duties as required by SCDD's Executive Director pursuant to state and federal laws.

B. SUPERVISION RECEIVED:

The Executive Director, with assistance from the Deputy Director of Administration, provides general direction and supervision to the Deputy Director for Area Board Operations.

C. SUPERVISION EXERCISED:

The Deputy Director for Area Board Operations provides direction to the 13 Area Board Executive Directors and directly supervises the support staff (three positions) of the Area Board Operations headquarters office.

D. AMINISTRATIVE RESPONSIBILTY:

The Deputy Director for Area Board Operations is responsible for managing the budgeting and personnel functions of SCDD's Area Board offices.

E. PERSONAL CONTACTS:

The Deputy Director for Area Board Operations interacts with primary and secondary consumers, Council members and staff, Area Board members and staff, representatives of agencies and organizations concerned with the provision of services to persons with developmental disabilities, the Legislature, vendors, contractors, and the general public.

F. ACTIONS AND CONSEQUENCES:

The Deputy Director for Area Board Operations is critical to the success of the organization since this position is responsible for participating in all policy development, planning, and evaluation activities for the Council as required under Federal and State law. Without this service, the Council would not be in compliance with Federal and State law and the continued existence of the Council would be in jeopardy.

G. OTHER INFORMATION:

The Deputy Director for Area Board Operations should have the ability to manage exempt and non-exempt State employees; to perform in-depth analyses of complex programs and their policy implications to organize and integrate ideas and plans; to develop policy alternatives and supportable recommendations; to manage fiscal resources within State requirements for the use of Public Funds; to manage various contracts and agreements, as required; to utilize electronic data processing and various systems research methodologies; to clearly articulate policy and plans in writing and orally; to develop effective and constructive working relationships with other public officials; to facilitate consensus among diverse interest groups; to work extended hours; to be free to travel; and to function effectively and cooperatively as an integral part of a creative professional organization.

12/4/13