

**State of California
State Council on Developmental Disabilities
Administration
Chief Deputy Director
DUTY STATEMENT**

Employee Name: Vacant	Classification: Chief Deputy Director	Exempt Level: Review Pending	Position Number: 792-100-3095-001
Unit: Administration		Division: Headquarters	
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 mandates include: 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 Chief Deputy Director, 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.*).

The Chief Deputy Director under the general supervision and direction of SCDD's Executive Director, coordinates and facilitates Council efforts to: ensure the rights of people with developmental disabilities through the review and monitoring of state plans, budgets, regulations, policies and practices of agencies involved with services for persons with developmental disabilities; evaluate the effectiveness and efficiency of the system's implementation of the Lanterman Developmental Disabilities Services Act and other laws and regulations; and provide leadership to the field of developmental disabilities through providing advice to the legislature, sponsoring and supporting legislation; and making recommendations to state and other agencies regarding their budgets, regulations and policies. The Chief Deputy Director is appointed by and serves at the will of the Governor.

A. JOB DUTIES:

50% Administration and Management - Serves as the second in command to the Council Executive Director, being responsible for all aspects of Council operations in the absence of the Council Executive Director and relieving the Council Executive Director of administrative details relative to the major functions of the Council. Leadership in developing and implementing all aspects of the Council's administrative principles, procedures, and products, including but is not limited to, organizing,

JOB DUTIES - continued:

directing, leading, and supervision personnel, establishing uniform administrative procedures for the Council office and all local Area Board offices, budgeting and accounting procedures and reports; initiating and overseeing contracts and memoranda of understanding; and supervision of staff.

25% Fiscal Systems - Provides leadership in developing and establishing the controls necessary to comply with Federal and State fiscal requirements for the use of all funds received by the Council and/or the 13 local Area Boards. Controls all fiscal systems and fiscal reports of the Council and the 13 local Area Boards. Develops and oversees all Council fiscal policies; and procedures for reviewing and commenting on proposed State and Federal fiscal policies, budgets, programs and directives of agencies that affect services to persons with developmental disabilities. Represents the Council in negotiating changes in the involved departments or agencies consistent with the Council's role in State and Federal Law.

15% Fiscal Policies - Directs the recommendations to the Legislature regarding fiscal and policy matters regarding the Council's Budget. Represents the Council in negotiations with the Legislature and other State agencies to assure that State laws, policies and practices are consistent with Federal statutory provisions and in conformance with Council policies.

10% Coordination and Liaison - Coordinates and provides or supervises staff support and other sub-committees and select committees under its jurisdiction. Serves as the Council's lead liaison with other state departments and agencies relative to legislation, budget development, regulations and rights and protection issues.

B. SUPERVISION RECEIVED:

The Chief Deputy Director works under the general supervision and direction of SCDD's Executive Director.

C. SUPERVISION EXERCISED:

The Chief Deputy Director supervises the Administration Division, Budget Officer, analysts and clerical support staff. In addition the Chief Deputy Director assists the Executive Director in providing general direction to a Deputy Director for Area Board Operations, and a Deputy Director of Policy and Planning.

D. ADMINISTRATIVE RESPONSIBILITY:

The Chief Deputy Director is responsible for all aspects of SCDD's administrative functioning.

E. PERSONAL CONTACTS:

The Chief Deputy Director interacts with primary and secondary consumers, Council members, representatives of other agencies and organization concerned with the provision of services to persons with developmental disabilities, the Legislature, vendors, contractors and the general public.

F. ACTIONS AND CONSEQUENCES:

The Chief Deputy Director is critical to the success of the organization since this position is responsible for evaluation, monitoring and rights assurance under state and federal law. Without this service, the Council would not be in compliance with State and Federal law and the continued existence of the organization would be in jeopardy.

G. OTHER INFORMATION:

The Chief Deputy Director should be knowledgeable about the developmental disabilities service system; be experienced in State budget development, implementation and fiscal management, be familiar with laws, regulations, budgets and their associated processes; perform tasks that involve investigative and technical analytical work; be familiar with evaluation techniques and use of data for evaluation and public policy; review and edit complex technical reports; develop consensus among diverse groups through negotiation; articulate and advocate both verbally and in writing the positions of the Council; maintain a positive working relationship with all components of the public and private advocacy systems including the State administration and Legislature, be free to travel and work extended hours; and function effectively and cooperatively as an integral part of a creative professional organization.