

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

03-17-17

2. Department

State Council on Developmental Disabilities

3. Organizational Placement (Division/Branch/Office Name)

Headquarters

4. CEA Position Title

Chief Deputy Director

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

Under the direction of the Executive Director, the Chief Deputy Director provides policy, program, administration, and technical direction for all programs. The position also acts as the Executive Director in the Executive Director's absence. Both functions are critical to the department's mission and purpose.

6. Reports to: (Class Title/Level)

Executive Director/ Exempt

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st  2nd  3rd  4th  5th (mega departments only - 17,001+ allocated positions)

## B. SUMMARY OF REQUEST

### 9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

**AUTHORITY:**

As a member of the SCDD Executive Team, the Chief Deputy Director provides operational and programmatic direction to fulfill the strategic goals of the organization. In this role, the Chief Deputy Director shall:

- Serve as the Executive Director in her/his absence and represent the Executive Director before the Council, on Council Committees, to community organizations, to the Legislature, to the Governor's Office, and to other state and federal agencies.
- Act with full authority to commit SCDD resources in the absence of the Executive Director.
- Decide and advise on sensitive and complex decisions relating to policy, program, fiscal, administrative, and operational issues.

**OVERSIGHT:**

Under the authority of the Executive Director, the Chief Deputy Director shall oversee the implementation of a comprehensive programs that enact the policies of federal and state law regarding the full integration and inclusion of people with intellectual and developmental disabilities in all aspects of life. In this role, the Chief Deputy Director shall:

- Act as the chief advisor to the Executive Director and Council Members regarding Council operations and programs.
- Establish and implement internal policies that provide for the governance of all SCDD programs and systems, including the Headquarters and twelve regional offices , services, and programs.
- Oversee the execution of all programs, including state contracts and federal contracts furthering state and federal law.

**POLICY:**

In order to accomplish the responsibilities of the Chief Deputy Director, he/she shall:

- Develop and institute policies, procedures, and practices to accomplish effective and efficient departmental operations.
- Ensure State administrative laws and policies are adapted for departmental use.
- Direct the Administrative and Budget operations.
- Direct the principle grant operations.
- Evaluate and align internal and external functions and structure to ensure the organization is aligned to accomplish its objectives.
- Coordinate and facilitates Council efforts to ensure the rights of people with intellectual and developmental disabilities.
- Monitor state plan implementation which is California's contract with the Federal Government to provide advocacy, capacity-building, and systemic change on behalf of people with intellectual and developmental/cross-disabilities.
- Evaluate the service delivery system for people with intellectual and developmental disabilities.
- Identify solutions to systemic violations of federal and state rights for people with intellectual and developmental disabilities.
- Monitor and oversee the Volunteer Advocacy Services program which provides advocacy resources to individuals residing at state developmental centers who have no involved families or legal conservators.
- Monitor and oversee the Quality Assessment program which conducts quality assessment interviews to measure, track, and assess the outcomes of services provided to individuals and families.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The mission of State Council on Developmental Disabilities is to advocate, promote and implement policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with developmental disabilities and their families. The Chief Deputy Director, second to the Executive Director, is responsible for every aspect of achieving the department's mission.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

SCDD is established in federal and state law and receives 60% of its funding from the federal government. The federal funding administration stated SCDD needed to be independent in statute and function. It required California to change statute in a number of ways, including removing the Governor's ability to appoint 20 exempt employees.

This CEA proposal takes a currently existing exempt position and establishes it as a civil service position, pursuant to Assembly Bill 1955 (Chapter 409, Statutes 2014). Welfare and Institutions Code Section 4551(d) states, "The state council may transition staff positions that were exempt from civil service on December 31, 2014, to civil service positions. Civil service positions shall be established for any positions that are transitioned pursuant to this subdivision."

This request is to establish the Chief Deputy Director/Council on Developmental Disabilities (3095) as a CEA B.

### **C. ROLE IN POLICY INFLUENCE**

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Chief Deputy Director is the principle policy maker in the following areas:

#### **SELF-DETERMINATION:**

- Together with the Council Chair and Chairs of 21 local committees throughout the state, the Chief Deputy Director will be responsible for facilitating a statewide stakeholder process to develop the self-determination program for over 300,000 people with intellectual and/or developmental disabilities who receive services through Regional Centers. This includes identifying best practices, implementation concerns, systemic barriers to success, and ways to enhance the program.

#### **EMPLOYMENT:**

- Coordinating the Departments of Developmental Services, Rehabilitation, and Education, California's protection and advocacy organization, and three university centers for excellence in developmental disabilities to advance California's employment movement for people with intellectual and developmental disabilities. This includes policy initiatives that increase competitive integrated employment, improve the transition planning process for students 14 years of age and older, and increase public-private partnerships to employ people with intellectual and developmental disabilities.

#### **HOUSING:**

- Represent SCDD at statewide efforts to develop ways to increase housing for people with developmental disabilities, including increasing supply, leveraging funding opportunities, and overcoming NIMBY resistance.

#### **CALIFORNIA'S STATE PLAN:**

- Lead responsibility for developing and ensuring the organizational alignment, including all personnel, practices, systems, and activities, to execute the department's overall strategic plan.

#### **ORGANIZATIONAL:**

- Develop and direct all departmental personnel and budgeting administrative policies.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

With delegated authority from the Executive Director, the Chief Deputy Director has complete policy- and decision-making authority for the areas described above. The position has broad authority for making decisions, key to the success of the department's mission, and has a policy impact that reaches all employees and all people with intellectual and/or developmental disabilities throughout the state.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

This position develops and implements both new policy and interprets and implements existing policy.

The CEA position will interpret state personnel and budgeting policies and develop departmental policies to carry out the state direction. Additionally, the CEA position will bring together statewide advocates to develop self-determination policies then oversee the implementation of those policies as well as working with other statewide advocates to advance employment first and housing, as described above.