

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

Deputy Director of Policy

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

SCDD exists in federal and state law to engage in advocacy, systems change, and capacity building activities to promote the self-determination, independence, productivity, integration and inclusion of people with intellectual and developmental disabilities into all aspects of community life. The Deputy Director of Policy is the lead position fulfilling the department's federal and state mission for advocacy.

6. Reports to: (Class Title/Level)

Chief Deputy Director / CEA B

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.

As a member of the SCDD Executive Team, the Deputy Director of Policy leads the department's policy and advocacy activity. In this role, the Deputy Director of Policy shall:

- Advise the Executive Director on all policy matters related to intellectual and developmental disabilities.
- Serve as an expert on national, state, and local trends in disability policies which increase identification, advocacy and/or sponsorship of legislative, regulatory, procedure and/or practice changes to increase access to quality services throughout the lifespan for people with I/DD.
- Direct staff in 12 regional offices throughout the State in communicating policy positions statewide through community networks, including responding to staff inquiries, writing talking points, and making community presentations.
- Track and analyze state and federal legislation related to people with I/DD, including, but not limited to, fact sheets, detail sheets, and position papers.
- Lead the Council's legislative committee, including building agendas and committee packets, taking minutes, facilitating the committee to set goals, completing to work to ensure the committee meets its goals.
- Survey monthly regional activity summaries for emerging policy trends.
- Manage special policy projects.

The Deputy Director of Policy shall advance the Council's policy goals. In this role, the Deputy Director of Policy shall:

- Serve as the chief advisor to the Executive Director, Chief Deputy Director, and Council Members regarding legislative policy matters.
- Provide direction to the Council's legislative committee in developing the Council's statewide legislative platform.
- Initiates research and writea analysis on activities to further the legislative policy platform.
- Identify legislative opportunities to advance the legislative policy platform.
- Build and carry out communication and coalition-building strategies to advance the legislative policy platform. This strategy includes people with I/DD and their families communicating their experiences.
- Act as a liaison between the Council and the Governor, Legislature, and other community advocates and interested parties related to legislative matters.

Carries out the duties above with an emphasis on self-advocate inclusion in the entire process.

**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 statement of State Council on Developmental Disabilities advocates, promotes and implements 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. Federal and state statute specifically name advocacy as one of the methods of accomplishing the department's mission. The Deputy Director for Policy is the lead position to accomplish this aspect of the 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 employee.

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 Deputy Director, Policy and Planning (3094) as a CEA A.

### **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.

- Execute the Council's policy platform, this includes developing the ideas into legislation, finding authors, sponsoring legislation for the department, and shepherding the bill through to enactment.

Recent policy examples include a school bus safety bill, an employment first bill, a self-determination bill, an employment ombudsman bill, an employment data agreement bill, an employment discrimination bill, and a supported employment bill. Expert policy areas any other area related to living as a person with an intellectual and/or developmental disability, including medi-cal, HCBS rules, IHSS, ABLE accounts, housing, transportation, public safety, early intervention services, and free and appropriate public education.

- Represent the Council on policy coalitions representing regional centers, which are the 21 non-profits that contract with providers for services for people with intellectual and developmental disabilities.
- Represent the Council on policy coalitions representing tens of thousands of providers who serve over 300,000 people.
- Create and maintain a database of policy positions taken by the Council.

**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 Deputy Director of Policy will have broad and independent decision making authority. As the department's legislative officer, he/she acts as the primary decision maker on issues raised involving policy matters affecting the department's programs or mission. This position will also work closely with the Chief Deputy Director to achieve these goals.

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

This position develops new policy and interprets existing policy.

The CEA position will create new in a wide variety of policy areas described above. Additionally, this position often becomes an expert in interpreting the policy as it's being implemented.