

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 Regional Operations

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 Regional Operations is the lead position fulfilling the department's federal and state mission for systems change and capacity building.

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.

Directs regional activity as it relates to identifying system barriers to full integration of people with intellectual and/or developmental disabilities into community life. Serves as the expert resource for regional staff on solving systemic barriers.

Directs regional activities to identify family and self-advocates and to increase their capacity to become stronger advocates.

Responsible for the establishment and oversight of procedures for all Regional Office Operations and provides direction to the Regional Office Operations Managers, including overseeing the Regional Office implementation of California's contract with the Federal Government known as the State Plan. Responsible for participating in all policy development, planning, and evaluation activities for the Council as required under federal and state law to execute the State Plan.

The Deputy Director for Regional Operations is responsible for overseeing the budgeting and personnel functions of the State Council's Regional Office Operations.

The Deputy Director for Regional Office Operations provides oversight of procedures for all Regional Office Managers including overseeing the Regional Office Implementation of the State Plan. These services require timely and coordinated communication and exchange of information among all Regional Advisory Committee members and Regional Office Operations staff. He/she also oversees the daily Regional Office Operations.

Performs in-depth analysis of complex programs and their policy implications to organize and integrate ideas and plans. Provides on-going support to the staff of the Regional Offices including but not limited to, resolving common problems, successful coordination, and fostering the exchange of information including, but not limited to, timely strategic planning. Effectively coordinate the efforts of all Regional Offices for successful implementation of the State Plan through systems advocacy, capacity building and systemic changes.

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 the 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 systems change and capacity building as methods for accomplishing the department's mission. The Deputy Director for Regional Operations 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 for Area Board Operations (0342) 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.

NATIONAL STANDARDS

- Develop standards for a federal funding formula for Council funding nationally.
- Revise outcome performance measures to be used by the federal funding source.

STATE STANDARDS

- Responsible for creating statewide policies to implement national standards for systems change and capacity building among advocates, as required in the State Plan.
- Establishes performance expectations for how regional offices will meet the requirements of the State Plan.
- Creates evaluation standards for performance in the State Plan and activity measurements.
- Lead purchase-of-service data reviews among regional centers to identify variations leading to disparities.
- Create statewide solutions to systemic issues.

ADMINISTRATIVE

- Establish administrative policies for regional offices, including policies for volunteers and interns.
- Create operating policies for regional managers to manage within regional budget allocations.
- Establish statewide staffing patterns.
- Reviews regions, boundaries, and service delivery areas to find a way to consolidate regions, when necessary, in order to achieve cost savings.

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 Regional Operations has broad and independent decision making authority. As the department's deputy director over regional operations, he/she acts as the primary decision maker on issues raised involving operational and policy matters affecting the department's programs and 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 and implements both new policy and interprets and implements existing policy.

The CEA position will interpret federal (federal DD Act) and state policies (Lanterman Act) and develop departmental policies and practices to carry out the federal and state direction state personnel and budgeting policies and develop departmental policies to carry out the state direction.