



**DUTY STATEMENT**

<b>Classification Title:</b> Career Executive Assignment (CEA B)	<b>Division:</b> Administrative Services
<b>Working Title:</b> Chief Deputy Director	<b>Office/Unit:</b> Sacramento/100
<b>Position Number:</b> 792-100-7500-001	<b>Effective Date:</b>
<b>Incumbent Name:</b>	<b>COI Classification</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Supervisor Name:</b>	<b>Supervision Exercised</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

**SUMMARY STATEMENT**

Under the administrative direction of the Executive Director, the Chief Deputy Director (CDD) directs the daily operations of SCDD and is responsible for its performance. The CDD directs SCDD's administrative operations and provides policy, program, and technical direction for all SCDD programs. The CDD is the principal policy and organizational strategy advisor to the Executive Director. The CDD also acts as the Executive Director in their absence. The CDD shall oversee the implementation of SCDD's complex, varied activities it carries out while implementing federal and state law regarding the full integration and inclusion of people with IDD in all aspects of life, as well as implementing interagency and other contractual agreements implemented by SCDD.

The CDD provides direction to SCDD's Administrative staff including, C.E.A A, professional, and technical staff. This position may require occasional travel and work during evenings and/or weekends.

**DUTIES AND RESPONSIBILITIES**

50%	<p><u>Operational and Programmatic Direction</u></p> <ul style="list-style-type: none"> <li>• Assume the responsibilities of the Executive Director in their absence.</li> <li>• Manages and motivates SCDD employees in accordance with SCDD objectives, and within state personnel policies and regulations.</li> <li>• Provide overall leadership and management of the SCDD Headquarters' office to ensure the coordination and integration of all aspects of administrative and operational functions including personnel, fiscal, contracts, IT, and customer services.</li> <li>• Act with full authority to commit SCDD resources in the absence of the Executive Director.</li> <li>• Establish and implement internal policies that provide for the governance of all SCDD programs and systems including Headquarters, twelve regional offices, and associated services and programs.</li> <li>• Provide guidance and counsel to SCDD's Deputy Directors in order to coordinate SCDD functions to accomplish its mission and tasks.</li> <li>• Direct the Program Development Grant and other grant operations.</li> <li>• Evaluate and execute strategies for new opportunities that are in alignment with SCDD's mission.</li> <li>• Evaluate and align internal and external functions and structure to ensure the organization is aligned to accomplish its objectives.</li> <li>• Oversee the development of the SCDD's annual operating budget and establish priorities for budget planning and resource allocation.</li> </ul>
-----	--

	<ul style="list-style-type: none"> <li>• Monitor and oversee the CRA/VAS program, which provides advocacy resources to individuals residing at state developmental centers who have no involved families or legal conservators.</li> <li>• Monitor and oversee the QA program, which conducts quality assessment interviews and surveys to measure, track, and assess the outcomes of services provided to individuals and families.</li> <li>• Direct and develop all SCDD budgeting, personnel, contracting, interagency, and IT functions.</li> <li>• Coordinate and, when appropriate, direct legal functions with SCDD Legal Counsel.</li> <li>• Provide executive level review of personnel issues and complaints.</li> </ul>
--	---

45%	<p><u>Policy, Political, and Strategic Counsel</u></p> <ul style="list-style-type: none"> <li>• Coordinate and facilitate Council efforts to advance systems change to advance the rights of people with IDD.</li> <li>• Provide policy, political, strategic, and operational counsel, and support to the Executive Director and, as appropriate, Councilmembers.</li> <li>• 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.</li> <li>• Evaluate the service delivery system for people with IDD.</li> <li>• Monitor implementation of the State Plan, which is SCDD’s contract with the federal Administration on Community Living to provide advocacy, capacity-building and systemic change on behalf of people with IDD.</li> <li>• Identify solutions to systemic violations of federal and state rights for people with IDD.</li> <li>• Ensure State Administrative laws and policies are adopted for departmental use.</li> <li>• Develop and institute policies, procedures, and practices to accomplish effective and efficient departmental operations, including program, administrative, and operational issues.</li> </ul>
-----	---

**MARGINAL FUNCTIONS:**

5%	<p>The incumbent may be required to perform other duties as assigned and appropriate for the classification and other related duties to fulfill the SCDD mission, goals, and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and SCDD administrative reporting requirements (i.e. completion of time sheets, travel requests, training requests, etc.); and/ or attending staff meetings, trainings, and exercises. Able to adapt to different learning style to support knowledge translation and/or use universal design and plain language, organize, and deliver training programs for professionals and external partners.</p>
----	--

**CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS**

This position requires the employee to maintain consistent and regular attendance; communicate effectively (orally and in writing) with the public and other employees; develop and maintain knowledge and skill related to specific tasks, programs, technology, methods, materials, tools, and equipment; complete assignments efficiently; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The employee must follow secure protocol for maintenance of confidential and sensitive information obtained through the course of work and for filing of documents.

The Chief Deputy Director is knowledgeable about the IDD service system (or have similar human services experience and the ability to quickly become knowledgeable about the IDD service system); be experienced in State budget development, implementation and fiscal management, familiar with laws, regulations, budgets and their associated processes; perform tasks that involve investigative and technical analytical work; familiar with evaluation techniques and use of data for evaluation and public policy; expert in reviewing and editing complex technical reports; able to develop consensus among diverse groups through negotiation; articulate both verbally

and in writing about the positions of the Council; able to maintain a positive working relationship with all components of the public and private advocacy systems including the State administration and Legislature, able to travel and work extended hours; and function effectively and cooperatively as an integral part of a creative professional organization.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

The incumbent is regularly required to sit and communicate; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or manage up to 20 pounds.

**ACKNOWLEDGEMENTS**

*I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Personnel Analyst.*

Employee Printed Name:

Employee Signature:

Date:

*I certify this duty statement represents current and accurate description of the essential duties of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above*

Supervisor Printed Name:

Supervisor Signature:

Date: