

Employment Opportunity

State of California
State Council on Developmental Disabilities

Area Board 12
650 E Hospitality Lane, Suite 280
San Bernardino, CA 92408
(909) 890-1259
(909) 890-1635 (fax)

POSITION: Community Program Specialist II, 1 Position
LOCATION: Cathedral City, CA
TENURE/TIME BASE: Permanent, Half-Time
SALARY RANGE: \$2,200-\$2,674/month
DEADLINE: Close of Business Friday, February 24, 2012
CONTACT: Vicki Smith (Vicki.Smith@scdd.ca.gov)

All interested eligible persons are encouraged to apply. Applicants must have list, transfer, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. [For additional information about classification specifications go to the State Personnel Board website: www.spb.ca.gov.] Applications will be screened for experience, knowledge, and skill and only the most qualified will be contacted for an interview.

All interested applicants should submit a (1) cover letter briefly describing your relevant experience, (2) resume, (3) completed standard state application form, STD. 678; and (4) the name and telephone numbers of at least two references to:

Vicki Smith, Executive Director
Area Board 12
650 E Hospitality Lane, Suite 280
San Bernardino, CA 92408-3584

SUMMARY OF RESPONSIBILITIES

The State Council on Developmental Disabilities (SCDD) is a state agency established by federal and state law. Its mandates include: systemic change, capacity building, and advocacy to promote a client and family-based system of services, supports and other assistance. The Area Boards help 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.*).

Under the general direction of the Area Board XII Executive Director the Community Program Specialist (CPS) II coordinates the Volunteer Advocacy Services (VAS) program at Canyon Springs Developmental Center. Duties include:

Description of Essential Functions:

- 30% Recruit, interview, screen, train, match, support and supervise volunteers to provide advocacy services for residents of Canyon Springs Developmental Center who do not have family or conservators;
- 35% Provide direct advocacy services to residents with more complicated circumstances, or as the need arises;
- 15% Interact extensively with Canyon Springs Developmental Center management, staff and committees; regional centers; community service providers; and, families to resolve problems and coordinate the effective operation of the program;
- 15% Maintain a management information system, develop reports, and keep the Area Board XII Executive Director informed of the status of the program and services provided;

Marginal Functions:

- 5% Performs other duties appropriate to the CPS II classification as assigned.

Supervision Received:

The CPS II receives policy direction from the Area Board XII Executive Director who is responsible for assuring that the board's policies and procedures are consistent with legal and programming mandates. The CPS II receives guidance and technical assistance from the Lead CRA.

Supervision Exercised:

The CPS II may have lead responsibility over others for specific tasks and projects.

Administrative Responsibility:

Other than normal routine organizational reporting requirements, the CPS II has no specific administrative responsibility.

Personal Contracts:

The CPS II must interact in an appropriate and professional manner with representatives of various Federal and State agencies, the Governor's office, private organizations, individuals with developmental disabilities and their family members, Council and committee members and staff as well as the general public.

Actions and Consequences:

The CPS II exercises judgment in making decisions affecting the legal and civil rights of Canyon Springs Developmental Center residents. Poor judgment and decisions can adversely impact individuals' well-being and freedom to which they are entitled.

Other Information:

The CPS II must be willing and able to work with and for persons with developmental disabilities, be able to communicate effectively, both orally and in writing, and be knowledgeable about the developmental disabilities service delivery system in California. The CPS II must be able to reason logically and creatively, utilize a variety of analytical techniques to resolve complex problems, develop and evaluate alternatives, accurately analyze data, present information effectively, produce written drafts on a personal computer, be free to travel, work extended hours and some weekends and make presentations before the public. The CPS II must be able to work successfully with the Council members, committees, staff, other governmental agencies and the general public. The CPS II must gain and maintain the confidence and cooperation of those contacted during the course of work, coordinate, act as a team leader and function effectively and cooperatively as an integral part of a creative professional organization.

Eligible Candidates:

Current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE****

Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Applications will be screened and only the most qualified candidates will be interviewed.