## Job Opportunity Bulletin

Post Date: 6/7/2013

#### JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 473-003-5393-003

**Mail** your application to:

Department of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Crissy Ortiz

All applications will be screened and only the most qualified will be interviewed.

#### **CONTACT INFORMATION**

Name: Crissy Ortiz

Number: (916) 322-7861

Email:

Crissy.Ortiz@dds.ca.gov



### DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9<sup>th</sup> Street, MS-Q Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

#### ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary \$4,400.00 - 5,348.00 Permanent, Full-time FINAL FILING DATE: 6/21/2013

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate with experience in the Equal Employment Opportunity (EEO) and Reasonable Accommodation (RA) field seeking a position as an Associate Governmental Program Analyst (AGPA) in the Office of Human Rights and Advocacy with the working title of EEO Counselor/Investigator and RA Coordinator.

DDS is committed to providing leadership that results in quality services to the people of California and assures the opportunity for individuals with developmental disabilities to exercise their right to make choices.

The position is located in DDS's Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

For complete duties, please see duty statement on the following page.

#### **DESIRABLE QUALIFICATIONS:**

- \* Background and experience in EEO and RA processes:
- \* Background and experience in providing advice and training to government program managers, supervisors, and staff;
- \* Excellent communication, analytical and writing skills.
- \* Ability to work co-operatively with outside agencies, departmental and inter-departmental staff.

#### ADDITIONAL INFORMATION:

Only those applicants with prior work experience in the EEO and RA field should apply for this position.

If you would like to be a part of our DDS team, please submit a resume and original signed state application (STD. 678). Please be sure to include on your application the basis of your eligibility and position number #473-003-5393-003.

All applications will be considered; however, SROA/Surplus will be given priority.

# DEPARTMENT OF DEVELOPMENTAL SERVICES OFFICE OF THE DIRECTOR OFFICE OF HUMAN RIGHTS & ADVOCACY SERVICES

#### **JOB DESCRIPTION - Position #473-003-5393-003**

**JOB TITLE:** Associate Governmental Program Analyst -Equal Employment Opportunity (EEO) Analyst

**GENERAL STATEMENT OF DUTIES:** Under the general direction of the Chief of the Office of Human Rights and Advocacy Services, the position provides a high level of technical assistance and coordination in the equal employment opportunity and consumer rights programs.

**SUPERVISION RECEIVED:** Reports to and is supervised by the Office of Human Rights and Advocacy Services (OHRAS) Chief.

SUPERVISION EXERCISED: None.

**TYPICAL PHYSICAL DEMANDS:** Working on a personal computer 35% to 75% of the time. Required travel 15-30%.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned offices.

#### **EXAMPLES OF DUTIES:**

- 45% As a trained Equal Employment Opportunity Counselor and Investigator, assists DDS employees and managers to resolve potential discrimination complaints at the lowest administrative level, investigates informal and formal complaints of discrimination regarding DDS Headquarters staff applying state and federal equal employment opportunity laws, rules, and regulations. Conducts appeal reviews of discrimination complaints and prepares reports for recommended action by the Director.
- 30% Acts as the Reasonable Accommodations Coordinator, conducts review of Headquarters employee reasonable accommodation requests (RARs), presents cases and makes recommendations to the Reasonable Accommodation Committee in response to RARs, prepares reports of recommended action and prepares letters of determination for the Director.
- Provides technical assistance and consultation on DDS policy and procedures on equal employment opportunity and reasonable accommodation issues to management and staff at Headquarters, the four developmental centers and one state-operated community facilities in its implementation. Reviews and provides comments to developmental center and state-operated community facilities on proposed responses to

- DFEH and EEOC. Assists with problem identification and develops recommendations for solution.
- 5% Monitors, provides training, and makes recommendations related to the provision of bi-lingual services at Headquarters, developmental centers and community facility. Coordinates language survey for Headquarters, the developmental centers and state-operated community facility.
- 5% Prepares various reports regarding the Department's annual work force analysis, upward mobility goals, employment goals for the employment of persons with disabilities, and other reports mandated through legislation.
- Coordinates activities related to the Department's Upward Mobility
  Program including, but not limited to, providing employees with resources
  and technical assistance, developing and maintaining the Upward Mobility
  Guide, and acting as DDS liaison to the State Personnel Board (SPB).
- **5%** Performs general analytical assignments such as bill analyses, departmental correspondence, and other assignments in support of the mission of the office.

#### Desirable Qualifications:

- Good communication skills
- Previous EEO counseling and investigative experience
- Previous experience with reasonable accommodations under Title 5 of the ADA
- Experience in conducting interviews
- Analytical Writing skills