

Department of Developmental Services
Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

SAN ANDREAS REGIONAL CENTER
Position #472- 083 – 5393/5157 - 951

**Classification(s): Associate Governmental Program Analyst (AGPA)/
Staff Services Analyst (SSA)**

Work Hours: 0800-1700

Time Base: FULL TIME

Days Off: Saturday-Sunday and Holidays

Location: 6203 San Ignacio Ave. Suite 200 San Jose, CA 95119

Post Date: 7/25/18

Final Filing Date: Until Filled

Information Session: None scheduled at this time

Location: None scheduled at this time

Conference Number: None scheduled at this time

Position Description: Serves as the FGP/SC Program Coordinator. Provide assistance to volunteers in a person-centered manner. Assist the Program Manager with all aspects of the FGP/SC Program, including the development of new volunteers, recruitment, and placement of volunteers. Must be able to work independently and as part of a team. Must have use of an automobile, possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. May require driving within a 50-mile radius.

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

- Desirable Qualifications:**
- ❖ Acknowledge differences; shows cultural awareness and is mindful of others.
 - ❖ Ability to learn rapidly, follow directions, and communicate effectively with others.
 - ❖ Ability to adjust to changing priorities, meet deadlines, and manage multiple projects.
 - ❖ Conscientious go-getter who is highly organized, dedicated and committed to professionalism.

Who May Apply: Any permanent full time or part time DC/CF employee who has passed their probation period in the classification advertised. Will also consider Staff Services Analyst (SSA): 472-083-5157-951.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or received via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7742. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

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DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
SAN ANDREAS REGIONAL CENTER
DUTY STATEMENT

Employee Name:

Classification: STAFF SERVICE ANAYST (SSA)

Work Location: 6203 San Ignacio Ave. Suite 200
San Jose, CA 95119

Work Schedule: Monday-Friday (Weekends & Holidays Off)

Work Hours: 0800-1700 (May Vary)

Job Title: Foster Grandparent/Senior Companion (FGP/SC) Program Assistant

GENERAL STATEMENT OF DUTIES: The SSA serves the Foster Grandparent/Senior Companion (FGP/SC) Program Coordinator by providing entry level analytical staff services. Provides assistance to volunteers in a person-centered manner. Works closely with the Program Manager in the development of new volunteer sites, recruitment and placement of volunteers, planning and assisting with in-service monthly training programs and maintenance of volunteer records and payroll. Interacts effectively with professional and non-professional persons of all groups. Must be able to work independently and as part of a team.

Under supervision, the SSA position supports the Program Manager who manages the FGP/SC Program as required under Federal and State Guidelines. The SSA position requires the ability to work cooperatively with over 60 older adult volunteers identified as FGP/SCP volunteers who are mentors and companions to persons with developmental disabilities. The SSA participates in the operation and activities of the volunteers such as recruitment, training, and scheduling. Must be able to demonstrate and maintain proper interactions with and care for consumers. Will monitor and engage volunteers in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the consumer. Responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies. Able to apply principals, practices, and trends of public and business administration, management, and supportive staff services expertise to perform various consultative and analytical tasks. With oversight, learn to develop independent judgment and use discretion to interpret and apply statutes, regulations, policies and procedures to specific situations.

SUPERVISION RECEIVED: Reports directly to the FGP/SC Program Manager

SUPERVISION EXERCISED: In the Program Manager's absence, the SSA may act as a resource to the volunteers of the FGP/SCP.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength agility, endurance and sensory ability to perform the duties contained in this duty statement. Adequate manual dexterity and coordination for operation of a computer and other standard office equipment is required for this position Must be able to lift up to 10 lbs., and sit 70% of day. Must have use of an automobile, possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000.

TYPICAL WORKING CONDITIONS: Ongoing interaction with employees, and general public. Position requires prolonged sitting, extensive use of telephones and computers and frequent driving. May require driving within a 50-mile radius.

DEPARTMENT OF DEVELOPMENTAL SERVICES
 COMMUNITY STATE STAFF PROGRAM
 SAN ANDREAS REGIONAL CENTER
 DUTY STATEMENT

| % | ESSENTIAL DUTIES |
|-----|---|
| 35% | <p>Monitors the development & management of Performance Measures:</p> <ul style="list-style-type: none"> • Assist in the preparation of goals and objective plans for individuals (for FGP/SCP volunteers to work with the consumer) • Assist with completing performance plans once a year or upon placement or reassignment of a volunteer at each work site, with the teacher and/or lead staff. • Visit work locations monthly, observe interactions between volunteers and individuals and recommend constructive improvements. • Analyze data and present ideas and information effectively both verbally and in writing |
| 25% | <p>Provides training to all volunteers:</p> <ul style="list-style-type: none"> • On a monthly basis, coordinate material needed prior to each training (training material, sign-in sheets, monthly newsletter, birthday certificates, etc.) • At new volunteer orientation, reproduces orientation binder, assist Program Manager in facilitating a three day orientation to include driving volunteers to site visits, pre-volunteer physical exam and DOJ/FBI appointments. |
| 20% | <p>Coordinates and monitors attendance, timekeeping and payroll activities:</p> <ul style="list-style-type: none"> • Creates monthly timesheets specific to each volunteer's site and in keeping with Title 45 Public Welfare Regulations. • Calculates time served for each volunteer each month. • Enters payroll information into Revida database on stipend spreadsheet generated by Program Manager. • Reviews and prepares yearly time usage for annual volunteer performance evaluation. |
| 20% | <p>Organizes a variety of events and administrative activities:</p> <ul style="list-style-type: none"> • Collaborate with US Health Works' Doctors and volunteers' private physicians as needed. • Schedule DOJ appointments for potential volunteers. • Assists with event planning and facilitation for the program recognition events. • Maintains appropriate records, draft correspondence for Program Manager's signature. |

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

| | | |
|--|---|------|
| San Andreas Supervisor's Name (Print) | San Andreas Supervisor's Signature | Date |
| Community State Staff Coordinator's Name (Print) | Community State Staff Coordinator's Signature | Date |

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

DEPARTMENT OF DEVELOPMENTAL SERVICES
 COMMUNITY STATE STAFF PROGRAM
 SAN ANDREAS REGIONAL CENTER
 DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload. The percentages are only illustrative of what might be expected. Actual percentages of time spent on a category may vary.

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| Employee's Name (Print) | Employee Signature | Date |
| Community State Staff Coordinator's Name (Print) | Community State Staff Coordinator's Signature | Date |

DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
SAN ANDREAS REGIONAL CENTER
DUTY STATEMENT

Employee Name:

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)

Work Location: 6203 San Ignacio Ave. Suite 200
San Jose, CA 95119

Work Schedule: Monday-Friday Weekends & Holidays Off

Work Hours: 0800-1700 (May Vary)

Job Title: Foster Grandparent/Senior Companion (FGP/SC) Program Assistant

GENERAL STATEMENT OF DUTIES: The AGPA serves the Foster Grandparent/Senior Companion (FGP/SC) Program Coordinator by providing the more responsible, varied and complex technical analytical staff services assignments such as program evaluation and planning, systems development and continually provides consultative services to the FGP/SC Program Manager. Provides assistance to volunteers in a person-centered manner. Works closely with the Program Manager in the development of new volunteer sites, recruitment and placement of volunteers, planning and assisting with in-service monthly training programs and maintenance of volunteer records and payroll. Interacts effectively with professional and non-professional persons of all groups. Must be able to work independently and as part of a team.

The AGPA position independently supports the Program Manager who manages the FGP/SC Program as required under Federal and State Guidelines. The AGPA position requires the ability to work cooperatively with over 60 older adult volunteers identified as FGP/SCP volunteers who are mentors and companions to persons with developmental disabilities. The AGPA participates in the operation and activities of the volunteers such as recruitment, training, and scheduling. Will monitor and engage volunteers in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the consumer. Responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies. Able to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems, apply principals, practices, and trends of public and business administration, management, and supportive staff services expertise to perform various consultative and analytical tasks. Use independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations.

SUPERVISION RECEIVED: Reports directly to the FGP/SC Program Manager

SUPERVISION EXERCISED: In the Program Manager's absence, the AGPA may act as a lead to the volunteers of the FGP/SCP

PHYSICAL DEMANDS: Must possess and maintain sufficient strength agility, endurance and sensory ability to perform the duties contained in this duty statement. Must be able to lift up to 10 lbs., and sit 70% of day. Must have use of an automobile, possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000.

TYPICAL WORKING CONDITIONS: Ongoing interaction with employees, and general public. Position requires prolonged sitting, extensive use of telephones and computers and frequent driving. May require driving within a 50-mile radius.

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 COMMUNITY STATE STAFF PROGRAM
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 DUTY STATEMENT

| % | ESSENTIAL DUTIES |
|-----|---|
| 35% | <p>Monitors the development & management of Performance Measures:</p> <ul style="list-style-type: none"> • Develops goals and objective plans for individuals (for FGP/SCP volunteers to work with the consumer) • Completes performance plans once a year or upon placement or reassignment of a volunteer at each work site, with the teacher and/or lead staff. • Visits work locations monthly, observes interactions between volunteers and individuals, collects data on objective plans and provides constructive program and process improvements. • Analyze data and present ideas and information effectively both orally and in writing |
| 25% | <p>Provides training to all volunteers:</p> <ul style="list-style-type: none"> • On a monthly basis, coordinate material needed prior to each training (training material, sign-in sheets, monthly newsletter, birthday certificates, etc.) • At new volunteer orientation, reproduces orientation binder, assist Program Manager in facilitating a three day orientation to include driving volunteers to site visits, pre-volunteer physical exam and DOJ/FBI appointments. • Periodically, based on consumer, will instruct/coach the FGP/SCP volunteers on active treatment skills and techniques as needed. |
| 20% | <p>Coordinates and monitors attendance, timekeeping and payroll activities:</p> <ul style="list-style-type: none"> • Creates monthly timesheets specific to each volunteer's site and in keeping with Title 45 Public Welfare Regulations. • Calculates time served for each volunteer each month. • Enters payroll information into Revida database on stipend spreadsheet generated by Program Manager. • Reviews and prepares yearly time usage for annual volunteer performance evaluation. |
| 20% | <p>Organizes scheduling for a variety of events and administrative activities:</p> <ul style="list-style-type: none"> • Schedule annual physical exams, to include collaboration with US Health Works' Doctors and volunteers' private physicians as needed. • Schedule DOJ appointments for potential volunteers. • Assists Program Manager with event planning and facilitation for the program recognition events. • Maintains appropriate records, draft correspondence for Program Manager's signature. |

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| SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE | | |
| San Andreas Supervisor's Name (Print) | San Andreas Supervisor's Signature | Date |
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DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
SAN ANDREAS REGIONAL CENTER
DUTY STATEMENT

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload. The percentages are only illustrative of what might be expected. Actual percentages of time spent on a category may vary.

Employee's Name (Print)

Employee Signature

Date

Updated 7/25/18