

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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**16/14-01-SILC**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> State Independent Living Council (SILC)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 349-001-4800-001
<b>UNIT NAME AND CITY LOCATED</b> State Independent Living Council – Sacramento	<b>CLASS TITLE</b> Staff Services Manager I (Specialist)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 1600 K Street, Suite 100, Sacramento, Ca 95814
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 349-001-4800-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under general direction from the Executive Director, the incumbent performs complex legislative analyses related to department programs and designs, and researches and prepares position papers on proposed or pending legislation. The incumbent is a key part of a three-person office and acts as a legislative analyst and heads agency work on Issue-Education and Governmental Affairs. The incumbent serves as a departmental legislative consultant and policy advisor to the Director and Governor appointees. The incumbent is responsible for promoting and being accountable for constituent satisfaction and quality service and for initiating or recommending changes that promote innovative solutions to meet constituent needs.

<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>All work to be accomplished in accordance with SAM, departmental policies and other reference material using interpersonal communication (verbal and written) skills in order to determine potential impact to the SILC and/or the disability community, keep a disability "presence" in legislative activities, and ensure current regulations are being adopted.</p> <p>In order to facilitate appropriate written communication, using the proposed legislative format and process prescribed by the Governor's Office, SILC Policies and Procedures and the Bagley-Keene Act:</p> <ul style="list-style-type: none"> <li>Record, prepare and disseminate summaries of SILC meetings, when necessary, to Members, the public and interested parties;</li> <li>Project leader over the SILC Legislative sub-committee;</li> <li>Develop and present reports to the SILC membership at quarterly meetings and at other SILC events as necessary;</li> <li>Respond to requests for information and advice concerning the rights and/or obligations of individuals regarding independent living issues, and providing referral to other appropriate sources of assistance;</li> <li>At the direction of the Executive Director, attend meetings of advisory committees and consultative bodies seeking organizational input;</li> <li>Build coalitions with other disability, senior and civil rights organizations including negotiation or mediation with contentious constituents;</li> <li>Promote/educate SILC's profile and issues among decision makers;</li> <li>Prepare articles on legislative and other advocacy developments for SILC publications.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**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 principal 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 or otherwise balance the workload.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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20%	<p>In order to represent the Administration's position on various SILC legislative issues:</p> <ul style="list-style-type: none"> <li>• Research, analyze, and review current and proposed legislation and advise the Legislative Subcommittee and Council;</li> <li>• Interpret Governor priorities and connect to existing state disability rights and independent living policy positions;</li> <li>• Recommend actions to be taken and policies to be adopted by the SILC;</li> <li>• Develop and maintain ongoing working relationships with members of the Legislature including meeting with policy makers;</li> <li>• Develop proposals for presentation to the legislature for program funding;</li> <li>• Develop analyses of legislative bills and their impact on current and developing departmental programs;</li> </ul>
20%	<p>Conduct extensive research and evaluate a variety of information (e.g., legislative and program history, existing statute, impact of bills on current law, fiscal impact, pro/con arguments, and proponents/opponents on issues) In order to provide information for policy decisions and recommendations to the Director and Governor appointees:</p> <ul style="list-style-type: none"> <li>• Develop and communicate recommendations for the Council members to present to the Governor;</li> <li>• Independently provide expert consultative services by communicating the feasibility, impact or potential of various legislative issues which may affect the SILC;</li> <li>• Recommend specific strategic actions and positions on legislative issues by effectively communicating to the SILC, and other stakeholders, the interpretations of findings and recognizing policy implications;</li> <li>• Participate in relevant events such as conferences and select committee hearings.</li> </ul>
20%	<p>In order to ensure SILC is in compliance with regulations:</p> <ul style="list-style-type: none"> <li>• Develop selected annual reports to FPPC, CIO, ISO and other control agencies;</li> <li>• Develop and distribute SILC materials in alternate formats upon request, using MS Word, Excel software, email, and U.S. mail;</li> <li>• Assist the Executive Director in overseeing and coordinating the work of the SILC on multiple projects to fulfill statutory mandates;</li> <li>• In conjunction with the Executive Director, facilitate and support the development and implementation of Council activities to evaluate, monitor and report on the performance of independent living programs and the allocation and adequacy of independent living services in California.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Act in the capacity of the Executive Officer in his/her absence including managing the SILC's office and using expertise and judgment in assessing and acting on sensitive issues.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles, practices, and trends of public and business administration, including management and supportive staff services, such as budget, personnel, management analysis, planning, program evaluation, or related areas; program management; formal and informal aspects of the legislative process; the Administration and SILC's goals and policies; and governmental functions and organization at the state and local level.</p> <p><b>Ability to:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; establish and maintain project priorities; develop and effectively utilize all available resources.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Familiarity with the Independent Living (IL) Program, regulations, disability rights &amp; issues of concern</li> </ul>

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	<p>to the disability community and the SILC</p> <ul style="list-style-type: none"> <li>• BA in Government, Political Science, or related subjects from four-year accredited college or university; or two years related experience and/or training; or equivalent combination of education and experience</li> <li>• Knowledge of accessibility requirements and implementation under Federal and State laws regarding electronic and information technology (Web sites, digital documents, and procurement)</li> <li>• Legislative experience</li> <li>• Strong written and communication skills</li> <li>• Strong analytical and research skills</li> <li>• Ability to handle work assignments with tact and diplomacy</li> <li>• Ability to work under pressure and time constraints</li> <li>• Efficiency, conscientiousness, and professionalism</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to work with people with all types of disabilities and the general public, and to understand the issues they face</li> <li>• Establish and maintain cooperative working relationships</li> <li>• Ability to understand, analyze and anticipate the impact of legislation on the disability community</li> <li>• Ability to organize work effectively to meet critical deadlines on a regular basis</li> <li>• Demonstrated ability to act independently; open-mindedness and flexibility</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Office environment, business dress</li> <li>• Present self professionally</li> <li>• Consistently exercise good judgment</li> <li>• Effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently</li> <li>• Communicate effectively with people at various levels of responsibility within state government, including members of the Legislature and their representatives</li> <li>• Requires a high degree of initiative, independence, and originality in performing assigned tasks</li> <li>• Ability to work efficiently in a small office with Executive Director, other staff and SILC members</li> <li>• Sitting in a normal seated position for extended periods of time</li> <li>• Some overnight and weekend travel required</li> </ul>