

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

FROM (DEPT/ DIVISION): Developmental Disabilities

PROGRAM: Developmental Disabilities

SUBJECT: Community Systems Developer

<p>I am respectfully requesting to create and hire for the position of Community Systems Developer.</p> <p>This position would lead the implementation of efforts to identify and address service inequities in the developmental disabilities program and system.</p> <p>This includes the requirements outlined in the 2021-2023 contract with the Oregon Office of Developmental Disabilities around the Service Equity Study and Implementation Plan.</p> <p>The additional personnel cost for this position are being paid for through carryover funds initially, then will be paid from money received from ODDS.</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>Approve the creation of a Community Systems Developer position in the Developmental Disabilities program</p> <p>Note: Liaison Commissioner Shafer and the HR Director have been consulted and support this request.</p>
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ATTACHMENTS: Job Description

Date: (3.25.22)

Submitted By: (Kim Beck)

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Exec. Asst.
- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) Other-List:

To be notified of Meeting:

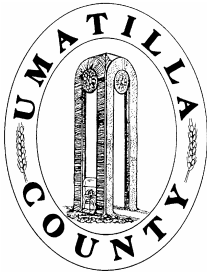
Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

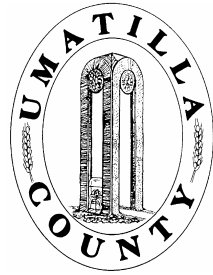
Scheduled for meeting on: April 6, 2022

Action taken:

Follow-up:



# ***UMATILLA COUNTY*** ***POSITION DESCRIPTION***



***Department: Developmental Disabilities***  
***Position Title: Community Systems Developer***

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** C

**Salary Range:** 23

**Union Covered:** Yes

**BOLI Exempt:** No

## **GENERAL DESCRIPTION OF POSITION**

Lead implementation of UCDDP efforts to identify and address service inequities in the developmental disabilities system. Collaborates with UCDDP staff, the IDD community, stakeholders, and statewide partners in developing and implementing a service equity plan. Works closely with individuals, families, supports, providers, committees, marginalized communities, and the Office of Developmental Disabilities to identify and reduce service inequities. Develops and maintains community connections, recommends and facilitates training and events to support education and change efforts where appropriate.

### **SUPERVISORY RELATIONSHIPS**

- Works under the direct supervision of the Program Manager.
- Supervision of employees is not a responsibility of this position but may direct and oversee the work of other team members, students, and volunteers.

### **PRINCIPAL DUTIES OF POSITION**

- Developing, implementing, and monitoring progress for the Service Equity Implementation Plan; collaborating with local and statewide partners to set goals for success and evaluating existing plans. (EE)
- Promote awareness through social media and other avenues. (EE)
- Develop and submit written plans promptly and in conformance with any ODDS requirements, including monthly, quarterly, and annual reports; prepare minutes, agendas, memos, correspondence, and narrative reports as required. (EE)
- Research and support evidence-based strategies to address service inequities. (EE)
- Research and coordinate appropriate organization-wide professional development. (EE)
- Establish a continuous service equity monitoring, reporting, communications, and evaluation system. (EE)
- Coordinate and facilitate service equity projects from start to finish.
- Participate in occasional after-hours or weekend events, including conferences, community meetings, workshops, media events, and public health emergencies. (EE)
- Responsible for developing work plan in coordination with ODDS and ensuring activities in the work plan are completed by required timelines. (EE)
- Assist in the outreach of hard-to-reach populations to obtain input for planning. (EE)

### **OTHER DUTIES OF POSITION**

- Actively promote the mission of the Department. (EE)
- Assist as needed with grant applications and the acquisition of other UCDDP projects. (EE)
- Other duties as may be assigned. (EE)

### **REQUIREMENTS FOR POSITION**

#### *Minimum Requirements:*

- Baccalaureate degree in sociology, human services, human resources, public health, or related field; **OR** any combination of education and experience related to developmental disabilities, diversity, equity, and inclusion practices, engaging community partnerships, cultivating relationships across diverse communities or other relevant fields as determined by the hiring authority; may be substituted for the degree.
- Experience in public speaking, including delivering impromptu and prepared presentations to stakeholder groups.
- Ability to be intuitive and work independently and as part of a team.
- Current and valid Oregon driver's license.
- Ability and availability to work outside regular working hours to include evening and out-of-county meetings. Occasional overnight travel required.

### **PHYSICAL DEMANDS**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee must use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, database, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, and postage machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment

is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and requirements of the job change.**

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Employee's Signature/Date