

# Recruitment (Replacement) Request : Employment Director - Redwood

## Seated Employee/Vacate PD

This position description is vacant.

## Position Justification

### Justification

Action Number 049324

Action Type (Recruitment-Replace)

### Justification for Request

Position Description Number Copied  
Incumbent's Intended Separation 02/16/2024  
Name of Employee Being Replaced

Anticipated Start Date

Anticipated End Date

Cubicle 0

Fixed / Variable

# of Positions Requested 1

If BYA, Requested Salary Range /  
Salary Rate

If Preselected/Direct Hire-Student /Physician/Staff, provide

Candidate Name

Email

Phone Number

Rate of Pay

Rehired Retiree

Contact Information

<b>Contact Name</b>	Diane Larzelere
<b>Contact Job Title</b>	Admin Officer 3
<b>Contact Phone</b>	916-628-4428
<b>Contact Email</b>	larzelere@ucdavis.edu

**Funding**

## \*Health Users: Funding Required - Click on Add Funding Entry Below

<b>Funding Start Date</b>	
<b>Funding End Date</b>	
<b>Chart-Account-Subaccount</b>	3111-74674-4303801-40-000-0000000000-000000
<b>Funding FTE%</b>	100

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### Position Details

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**Position Information**

<b>Department</b>	MED:MIND INSTITUTE (049007)
<b>UCPath Position #</b>	40796303
<b>Position Description #</b>	5001031
<b>Position (Working Title)</b>	Employment Director - Redwood
<b>Current Job Title</b>	STDT ACAD SPEC 3
<b>Current Job Code</b>	004550
<b>Current Employee Relations Code</b>	All Others, Not Confidential
<b>Proposed Job Title/Job Code</b>	STDT ACAD SPEC 3 (4550)

**Supervisor**

<b>Reports to Name</b>	Elizabeth Foraker
<b>Reports To Job Title</b>	Cnty Educ Supv 2 (Co-Director)
<b>Reports to UCPath Position #</b>	40778212

**Position Details****Job Summary**

This role will serve as the Employment Director (ED) for the Redwood SEED Scholars Program funded by the Department of Education. The Redwood SEED (Supported Education to Elevate Diversity) Scholars Program is a comprehensive postsecondary program for young adults with an intellectual disability (ID) at the University of California, Davis. The four-year inclusive, residential program leads to a meaningful credential (e.g., in Integrated Studies) and includes (1) access to program-specific and university-wide classes, (2) inclusive residential options, (3) inclusive on-campus student experiences

and supports, (4) internship and competitive integrated employment opportunities, (5) collaborations with UC Davis faculty to ensure the use of best practices in instruction and curriculum design, (6) work with local educational agencies (LEAs) to ensure that students are aware of, and prepared for, the Redwood SEED Scholars Program and to provide professional development in universal design for learning and support evidence-based best practices in elementary and high school classrooms, and (7) recruitment of ethnically, racially, and economically diverse cohorts of students. The Employment Director is key to the Redwood SEED Scholars Program, using their extensive experience to create and coordinate a network of work sites to bolster inclusive employment along with providing outreach training and success-based development plans to ensure the work environments and scholars are achieving their objectives. The Employment Director will be responsible for determining, developing and supporting individualized employment sites for the Redwood SEED Scholars. The ED will also be responsible for working with each student in the program to develop and implement a person-centered plan for achieving career goals related to employment post-program completion. This role will also be responsible for identifying and securing internships that support student progress toward future employment goals and working with these sites to determine supports needed for success, by training site staff or working with peer mentors in the SEED program or supported employment agencies. This role will also meet regularly with students and with internship-relevant individuals to evaluate progress in meeting internship requirements. This role will contribute to courses and seminars to provide training and information for expanding inclusive work site options. The role will also use their experience working with regional centers and the Department of Vocational Rehabilitation or other funding agencies and families to ensure that any funding to which students are entitled is secured.

**Department Purpose**

The UC Davis MIND Institute is an interdisciplinary research, clinical, and educational center committed to deepening our scientific understanding of the challenges associated with autism and other neurodevelopmental conditions. It is a matrix organization and encompasses over 250 faculty and staff from 14 academic departments with an annual operating budget of approximately \$4 million, contract awards totaling approximately \$16 million, and gifts and endowments valued at approximately \$25 million. The MIND Institute also houses 2 sponsored center grants: the Intellectual and Developmental Disabilities Research Center (NIH), University Center for Excellence in Developmental Disabilities (AUCD); 3 federally sponsored training grants: Autism Research Training Program (NIH), Developmental Behavioral Pediatric Fellowship Program (HRSA), and the Leadership Education in Neurodevelopmental and Related Disabilities (HRSA); and 2 programmatic infrastructure grants: the Research Network for Creating Partnerships with Diverse and Underrepresented Communities (PCORI) and Redwood SEED Scholars (DoEd). The MIND Institute also has an out-patient clinic with approximately 8,000 visits per year.

**Total Number of Staff THIS POSITION Supervises**

0

**Positions Supervised**

0

**Essential Responsibilities**

**Percent(%) of Time**

35

**Function**

Internship and Employment Opportunity Management

**Duties**

- Build relationships and opportunities for the Redwood SEED Scholars with work sites and work site supervisors.
- Provide professional development training on inclusive employment and appropriate supports to worksites and worksite supervisors.
- Analyze, synthesize and prepare resources and learning materials for worksite supervisors, employment mentors and students on best practices in inclusive employment and appropriate supports within the workplace.
- Collaborate with other Employment Directors from inclusive college programs around the country and with local employment support services.

**Percent(%) of Time**

35

<b>Function</b>	Student Employment Advising
<b>Duties</b>	<ul style="list-style-type: none"> <li>· Work with each student in the program to develop and implement a person-centered plan for identifying and achieving career goals, including post-program.</li> <li>· Develop course content and teach a course to the SEED Scholars on best practices/how to be successful in employment.</li> <li>· Meet regularly with students in the program to discuss their progress and assess refinements to career plan.</li> <li>· Develop an Employment Progress Report in Week Five of the quarter and Employment Grades at the end of each quarter for all scholars.</li> <li>· Apply and implement theory-based innovative employment supports – including assistive technology or AI – to enhance student success in the workplace.</li> <li>· Develop a project with the students that demonstrate their learning within the workplace at both the Fall Exposition of Learning and the Spring Exposition of Learning</li> <li>· Attend and participate in the Person-Centered Planning meetings for each scholar twice a year.</li> </ul>
<b>Percent(%) of Time</b>	25
<b>Function</b>	Employment Program Plan Implementation
<b>Duties</b>	<ul style="list-style-type: none"> <li>· Serve as the liaison to program faculty, providing experience and guidance for course content.</li> <li>· Participate in employment and internship program seminars. providing course content, leading sessions, and soliciting guest speakers.</li> <li>· Attend conferences and webinars to network with inclusive post-secondary programs to share and learn pertinent employment strategies.</li> <li>· Regularly solicit input on student progress from program staff and work sites.</li> <li>· Provide professional development training on inclusive employment and appropriate supports to worksites and worksite supervisors.</li> <li>· Solicit and recruit new Employment Mentors every quarter.</li> <li>· Train and supervise the Employment Mentors on best practices in supporting people with intellectual disabilities in an inclusive workplace setting.</li> <li>· Determine funding opportunities and develop potential sources of funding for the scholars in the program.</li> </ul>
<b>Percent(%) of Time</b>	5
<b>Function</b>	Other Duties and Special Projects
<b>Duties</b>	<ul style="list-style-type: none"> <li>· Participate in administrative staff meetings and complete required training modules, annual reviews and health clearance (e.g., TB) by specified due dates.</li> <li>· Complete special projects as requested by the Program Director and PI.</li> </ul>
<b>Qualifications</b>	
<b>Required Licenses and Certifications</b>	
<b>Minimum Qualifications</b>	<p>All job qualifications must be job related and link directly to the duties and responsibilities of the job. The qualifications will determine the applicant pool, should be unbiased, and based on the essential responsibilities of the position.</p>
<b>Additional Minimum License/Certification</b>	
<b>Minimum Education/Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree with a specialization in human resources, education, counseling, or other relevant discipline or equivalent education/training.</li> <li>• Experience in securing and coordinating internship, and employment opportunities for individuals with intellectual disabilities.</li> <li>• Experience working with job coaches and supported employment agencies.</li> <li>• Experience working with businesses around employment for individuals with intellectual disabilities.</li> </ul>

**Minimum Knowledge, Skills, and Abilities (KSA)**

- Knowledge and experience working directly with students with intellectual disabilities.
- Working knowledge of, and contacts with, California DDS regional centers or vocational rehabilitation government agencies.
- Working knowledge of person-centered planning and principles of self-determination.
- Effective leadership skills, including supervising and developing staff with skill to motivate others.
- Skill to manage multiple priorities in support of program delivery and operations. Excellent organizational and prioritization skills to carry-out assignments in an efficient and timely manner.
- Excellent interpersonal and communication skills to communicate in a pleasant, tactful and effective manner (both orally and in writing), and to handle difficult, sensitive and/or confidential issues with diverse groups of individuals.

**Preferred Qualifications**

Preferred qualifications are desirable, but not required to possess at entry of the job.

**Additional Preferred License/Certification****Preferred Education/Experience****Preferred Knowledge, Skills, and Abilities (KSA)**

Knowledge of UC Davis and UC Davis Health policies and procedures.

**Special Conditions of Employment****Smoke Free Work Environment**

The Smoke and Tobacco Free Environment policy is intended to provide a healthier, safer, and more productive work and learning environment for the entire UC community. The University of California prohibits smoking and tobacco use at all University owned or leased properties, or facilities operated by UC staff or faculty. Smoking and tobacco use are strictly prohibited in indoor and outdoor spaces, parking lots, residential space, and University vehicles. <https://ucdavispolicy.ellucid.com/documents/view/14859>

**Work Environment****Outdoor Work Environment**

No

**Background Check for Critical Position**

The University is committed to providing a safe and secure environment for its staff, faculty, students, patients and others in the University community. To support these efforts, a background check is required by [PPSM 21 Selection and Appointments](#) after a candidate has received a conditional offer of employment in a critical position. (View the policy for details). Employment is contingent upon successful completion of background check(s) for critical positions, which includes but is not limited to criminal record history background check.

If any of the following apply, then this position shall be designated as critical and a background check will be required and you select "yes" below. If none of the following apply, then this position is not critical and not eligible for a criminal record history background check; and you will select "no" below.

- UC Davis Health position
- Management and Senior Professional (MSP) position
- Handle cash or cash equivalent
- Extensive authority for committing the financial resources of the University through contracts or agreements
- Direct responsibility for the care, safety and security of people, including children and minors
- Direct access to or responsibility for controlled substances, high risk hazardous chemicals, biological or radioactive/nuclear materials
- Direct access to and/or responsibility for protected, personal, or other restricted or sensitive institutional information (e.g., information on students, faculty, staff, etc.) and IT resources with such restricted or sensitive information
- Responsible for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems
- Student Health and Wellness Center position
- Requirement for a professional license, certificate, degree; or requirement of an external entity
- Direct access to and/or responsibility for information affecting national security

**This is a critical position, as defined by UC policy and local procedures, and as such employment is contingent upon successful completion of background check(s), including but not limited to criminal record history background check(s)** Yes

**Cash-Handling Position**

**The duties or functions of this position include the handling of cash (or cash equivalents)** No

**Mandated Reporter under the Child Abuse and Neglect Reporting Act and UC Policy**

Certain positions are designated as mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) and [UC policy](#). Mandated reporters are required to report child abuse and neglect to specified authorities. (View the policy for details and definitions)

If any of the following apply, then an employee in this position shall be designated as a mandated reporter under CANRA and UC Davis policy and you select "yes" below. If none of the following apply to this position, then select "no" below.

- UC Davis Health position
- Healthcare Professional (Davis campus employees)
- Contact with children on a regular basis; or supervises a position in contact with children on a regular basis either on or off campus
- Supervise minor employees
- Athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching
- Law Enforcement and Public Safety Professionals
- Human Resource employees (including academic personnel staff or other employees) who are charged with handling discrimination complaints
- Day care worker
- High school internship supervisor
- Positions designated as mandated reporters due to their licensure or profession

**This position is designated as a mandated reporter under CANRA and UC policy and employment is** Yes

contingent on complying with applicable policies, procedures and training requirements

## Principles of Community

### Principles of Community

UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

<https://diversity.ucdavis.edu/principles-community>

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## UC Davis Health Additional Expectations

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### UC Davis Health Affirmative Action Program

All supervisors and managers are responsible for actively supporting and implementing the UC Davis Health Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff; establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility. Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UC Davis Health.

#### **This position's responsibility to the Affirmative Action Program is**

As part of following the program outlined above, the employee will work cooperatively with colleagues from diverse backgrounds to establish a bias-free work environment for staff, patients, and their families.

### Effective Communication

Effective communication is essential in UC Davis Health environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout the Health System as deemed appropriate and necessary.

#### **This position's responsibility to promoting effective communication is**

The employee will maintain a courteous, respectful tone when communicating in person, via phone, or in writing with all colleagues, patients, and the general public. The ideal candidate will have strong interpersonal, communication, and decision-making skills, as well as the ability to work well independently and as part of a team.

### Safety

#### **This position's responsibilities and obligations with regard to workplace health and safety is**

Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes., Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc., Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

### Mandatory Reporting

All health practitioners have mandatory reporting responsibilities when an adult (or a minor who meets special circumstances as described in UC Davis Health Hospital P&P 1408) presents at UCCHO as an outpatient or inpatient from any source, and if a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that an elder or a dependent adult is the victim of elder/dependent adult abuse. Non-health practitioners, who suspect that an individual is a victim of abuse as outlined above, are required to report their suspicions to a health practitioner. All employees have a mandatory responsibility for knowing and complying with the Code of Conduct standards and the Compliance Program.

**Employee Responsibility for Confidentiality**

Each UC Davis Health employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient's medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient's legal representative. The unauthorized or improper disclosure of confidential work-related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

**Check Below Expectations if Applies**

Detailed expectations document to be provided for employee's signature.

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**ADA Checklist****ADA Checklist**

The physical and mental demands describe the type, intensity, frequency, and duration of physical actions or mental capabilities required to perform the job. The physical and mental demands need to be directly tied to the essential responsibilities of the job.

Please check None or the applicable boxes for the mental, physical, lifting, visual, noise, elements exposed to, and equipment used categories below and indicate the frequency for checked boxes.

Analytical and Problem Solving

For questions or further guidance, please contact Disability Management Services:

<https://www.hr.ucdavis.edu/departments/elr/dms>

Frequency

- Occasionally - Up to 3 hours/day
- Frequently - 3-6 hours/day
- Constantly - 6-8 hours/day

**Mental Demands**

Analytical and Problem Solving - Constantly, Confidentiality - Constantly, Detailed Work - Frequently, Language - Frequently, Multiple Concurrent Tasks - Occasionally, Reading (documents or instruments) - Frequently, Reasoning - Frequently, Training - Occasionally, Verbal Communication - Frequently, Written Communication - Frequently

**Additional Mental Demands****Physical Demands**

Attendance - Constantly, Driving - Occasionally, Sitting - Frequently, Speaking - Frequently, Standing - Occasionally, Walking - Occasionally, Writing - Occasionally, Talk or Hear - Frequently

**Lifting Requirements**

Up to 10 Pounds (Sedentary) - Occasionally

**Visual Acuity Requirements**

Close Visual Acuity (e.g., viewing a computer screen; using measurement devices) - Frequently

**Noise Conditions**

Moderate Noise Conditions - Occasionally

**Physical Demands (Elements Exposed to)**

None

**Additional Physical Demands**



**Equipment Used to Perform the Duties**

Computer and Peripheral Equipment - Frequently, Copier - Occasionally, Telephone - Occasionally, Surgical Face Mask - Occasionally

**Additional Equipment Used to Perform the Duties**

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**Position Documents**

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New Position Description Documents

Current Position Description Documents

## 1. Approvals

Workforce Approval

## 2. Organization Chart

Redwood SEED

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**Classification Selection**

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**Classification Information**

<b>Job Code</b>	004550
<b>Job Title</b>	STDT ACAD SPEC 3
<b>Job Group</b>	B04 Counseling Lower
<b>FLSA Status</b>	Exempt
<b>Union Code (Bargaining Unit)</b>	99
<b>Salary Plan</b>	CTDV
<b>Salary Grade</b>	20
<b>Classified Indicator (Personnel Program)</b>	Professional & Support Staff
<b>Minimum Annual Salary</b>	59200.00
<b>Midpoint Annual Salary</b>	82600.00
<b>Maximum Annual Salary</b>	106000.00
<b>Minimum Hourly</b>	28.35
<b>Midpoint Hourly</b>	39.56
<b>Maximum Hourly</b>	50.77

**Required Licenses and Certifications**

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**Decision Details**

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**Decision Details**

<b>Approved Job Code</b>	004550
<b>Approved Job Title</b>	STDT ACAD SPEC 3
<b>Job Group</b>	B04 Counseling Lower
<b>FLSA Status</b>	Exempt
<b>Union Code (Bargaining Unit)</b>	99
<b>Salary Plan</b>	CTDV
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<b>Classified Indicator (Personnel Program)</b>	Professional & Support Staff
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<b>Maximum Annual Salary</b>	106000.00
<b>Minimum Hourly</b>	28.35
<b>Midpoint Hourly</b>	39.56
<b>Maximum Hourly</b>	50.77

**Additional Decision Details****Approved Legacy MSP Salary Grade****Temporary X-Ref Position**

<b>CEMRP2 Code (Health Only)</b>	IPTCE
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<b>HEERA/Union Representation</b>	This position is not represented by a collective bargaining unit.
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**Explanation**

<b>Approved Building Name / Location Code</b>	International Center (INTLCTR)
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<b>Approved FTE%</b>	100
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<b>Approved Employee Class for Recruitment</b>	Career
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<b>Job Opening ID#</b>	67442
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<b>Disposition</b>	Approved
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<b>Action Review By</b>	See Her, Salina Lane
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<b>Priority</b>	Priority 1
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**Union Notice****Date Union Noticed****Date of Union Response****Union Decision**

## Notes

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