



- Current
 Proposed

Civil Service Classification: Staff Services Manager I (SSM I) Specialist
Working Title: Bridge to Recovery (BTR) SSM I Specialist
Division Branch Name: Health-at-Home
Incumbent: Vacant
Position Number: 797-710-4800-951
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: E48
Tenure: Limited-Term
Time Base: Full-Time

You are a valued member of the department's team. All California Department of Aging (CDA) employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the general direction of the Staff Services Manager III (Health at Home Branch Chief) the SSM I Specialist will serve as a highly independent, non-supervisory manager, performing a variety of complex business management duties, grant development, project and contract management oversight, and technical assistance functions to administer the Bridge to Recovery for Adult Day Services: COVID-19 Mitigation and Resilience Grant (BTR) funding in coordination with the SSM I Specialist, BTR Project Manager and contracted Grant Administrator and fiscal intermediary (FI).

These tasks require a high level of interpersonal, analytical and communication skills and independence of action in carrying out the responsibilities. These duties are broadly defined as follows:

ESSENTIAL JOB FUNCTIONS:

40% Grant/Contract Procurement – Grant/Contract Planning and Coordination Specialist

- Leads and participates in collaborative meetings with staff across the Department to review necessary Request for Applications (RFA), set deadlines. Maintains a calendar of key action dates and deadlines, prompts involved and responsible parties of deadlines, and keeps

management informed of RFA and application review, errors, data trends and statuses utilizing a tracker.

- Coordinates with the Health at Home Branch Chief, Programmatic and Department staff to prepare written responses to address questions on applicant RFA questions for release under Department protocols and policies.
- Facilitates meetings and discussions with stakeholders, sponsors, CDA and sister departments that have direct oversight of BTR network providers to coordinate and consolidate feedback for specific center type requirements to aid in accuracy of the RFA review process.
- Coordinates updates to the CDA websites with the Department's Business Management Bureau (BMB) grants team and the FI to publish updates about the RFA process and supporting documents, including but not limited to the development of new addendums or revisions to any prior released addendums.
- Prepares presentation materials and leads proposer conferences, webinars, and meetings with interested applicants and/or grantees to discuss the RFA review and requirements, which includes, but is not limited to Scope of Work, Budget, Exhibits, Eligibility and Scoring Criteria, Terms and Conditions, Solicitations, and additional contract documents.
- In collaboration with the FI, plans and leads the review, scores, and awarding of grants based on proposals submitted.
 - Coordinates with Programmatic and Department staff to develop contract language as needed for grant Exhibits.
 - Coordinates with BMB and contracting team to develop and processes grant packages which include, but are not limited to: Scope of Work, Budget, Exhibits, Eligibility and Scoring Criteria, Terms and Conditions, Solicitations, and additional required contract documents.
 - Works collaboratively with BTR Project Manager and Department contracting team to include all final changes to grant packages. Conducts a final review of all grant packages (to include all Exhibits) prior to distribution to the grantees for signature. Ensures contract packages comply with state and federal laws, and internal policies.
- In coordination with the BMB Contract Analyst, maintains grant agreement databases and other business services functions to track awards and expenditure reports based on information shared by the FI.

30% Grant/Contract Monitoring and Oversight

- Directly provides active and on-going monitoring of FIs to verify:
 - Invoicing, budget changes to grants/contracts, grants/contract amendments are made and follow Department policies.
 - Confirms the grantee/contractor is on track with the deliverables timeline as specified in grant/contractual agreements.
 - Invoices are in alignment with the specifications of the grant/contract award.
 - Grant/contract activities are in compliance with Federal, State, and program requirements.
- Develops monitoring processes that will be used to:
 - Track if the award is progressing in meeting the objectives outlined in the contract.
 - Aid in the development of surveys and produce reports on project outcomes, funds expenditures, and trends across regions, demographics, and service center types.
 - Consult with FI, grantees/contractors, state, and local staff.
 - Identifies areas where technical support to grantees/contractors is required.

- Encourages cooperation and collaboration. Facilitates team and individual training as needed.
- Reviews and evaluates grant/contract deliverables using monitoring and oversight reports.
- Ensures costs and compliance with quality assurance standards are met.
- Identifies sensitive and complex grant/contract issues, conducts appropriate research, and provides recommendations and strategies for program problem resolution.

25% Grant/Contract Process Improvement and Technical Assistance

- Serves as an independent lead of the BTR Project Management team to maintain communication with the contracted FI. Provides leadership, technical assistance, guidance and direction to the contracted FI to ensure overall deliverables are met and in alignment with the Scope of Work.
- Develops materials for posting to the CDA website on the announcement and status of BTR and the RFA, guidance documents and additional resources, and works with CDA's Communications team to have BTR information distributed through various communication outlets
- Organizes and conducts training related to grant/contract data collection, and reporting processes and procedures as well as the development and usage of process improvement tools and techniques.
- Participates in departmental meetings and committees as needed for the purpose of coordinating and facilitating activities related to grant/contract process improvement.
- Acts as a liaison with CDA internal staff. Collaborates with internal and external stakeholders to develop, review, and update program documents and materials including policies and procedures, documentation templates, reports, briefing documents, manuals, etc.
- Maintains regular oversight of the BTR email in-box to review RFA questions and other BTR inquiries in order to provide timely responses.
- Consults with the Health at Home Branch Chief on written responses to RFA and BTR inquiries; and develops Frequently Asked Questions based on inquiries received.
- Serves as a BTR and Department team members to implement policies, procedures, and other requirements as necessary, including:
 - Research and evaluates the most critical, complex, and sensitive program, BTR application process functions, and policy issues. Provides related recommendations and training concerning the BTR program.
 - Serves as a technical advisor on the development, implementation, and administration of the BTR program and provides technical assistance to grantees/contractors and stakeholders.
 - Coordinates internal and external meetings and projects as directed, including creating timelines, agendas, and work plans. Researches and collaborates with internal programs to prepare, route, and track program products, funding and contract deliverables through a review and approval process.
 - Disseminates and communicates directly, and on behalf of the Department, with stakeholders. Prepares, schedules, and manages communication and educational/outreach materials and meeting preparations. Tracks stakeholder feedback to ensure on-going input into policy making.
 - Provides timely responses to inquiries submitted to CDA on BTR from grantees/contractors and stakeholders.



MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of the BTR.

TRAVEL: Moderate statewide travel up to 20 percent.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)



- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: AEM Date Approved: 4/25/24

Revision Date (if applicable): 4/25/24