



- Current
- Proposed

Civil Service Classification: Staff Services Manager I (Specialist)
Working Title: Staff Services Manager I (Specialist)
Division Branch Name: Division of Home and Community Living Older Adults
Program Branch
Incumbent: Vacant
Position Number: 797-721-4800-003
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: E48
Tenure: Permanent
Time Base: Full Time

You are a valued member of the department's team. All 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 Bureau Chief, SSM II over the Planning, Monitoring and Data Bureau, the Staff Services Manager I - Specialist (SSM I) serves as the Manager and Subject Matter Expert for the development, tracking and internal oversight of the California State Plan and Amendments; Lead, with program support and collaboration, the development of other state plans including but not limited to the Title V Senior Community Services Employment Program (SCSEP) Stand Alone State Plan and Cal Fresh Healthy Living (CFHL) State Plan; provide regular updates to the CDA executive and management teams; as well as support additional sensitive Special Projects for the Division. The SSM I is responsible for the development and completion of the California State Plan, partnership, and collaboration with internal and external stakeholders, and for performing special projects and assignments.

ESSENTIAL JOB FUNCTIONS:

45% Development and Completion of Area Plan and California State Plan

Responsible for leadership and subject matter expertise on development and completion of the Area Plan, California State Plan and any required Amendments. Performs independent research on other States' Plans, Administration for Community Living guidance and requirements, policies and activities related to the Plan. Prepares Plan drafts and leads workgroups and collection of input from stakeholders, program, administrative and executive staff; develops the Plan project plan and timelines and leads timely completion and submission of the Plan; issues analyses and progress reports for use in developing Plan processes and standards, performance measures, data collection procedures, and policy recommendations. Analyzes federal, state, and local legislation, regulations and policy that may impact state and local policies, programs and services related to the Plan. Identifies and tracks goals and objectives throughout the life of the Plan and prepares updates and recommendations for the Bureau Chief and senior leadership. Analyzes alignment of the Plan, the CDA Strategic Plan, California Administration, and legislative priorities. Conducts in-depth research and assembles reference materials and briefing documents for use by CDA Executive leadership in discussions regarding the Plan. Serves as subject matter advisor to CDA staff, local partners, and other stakeholders regarding the needs of older adults and adults with disabilities and the development and implementation of Plan goals and objectives responsive to those needs.

30% Partnership and Collaboration

Partners and consults with the 33 Area Agencies on Aging (AAAs) and all interested stakeholders on local strategic and area plans to develop and track alignment of local plans with Plan goals and objectives regarding services for older adults and adults with disabilities. Collaborates internally with Program leadership and staff to identify needs and priorities through review of the local strategic and area plans, plans opportunities and obtains public input, and reflects those needs and priorities in the Plan goals and objectives. Lead, with program support and collaboration, the development of other state plans such as the Title V SCSEP Stand Alone State Plan and CFHL State Plan.

10% Special Assignments

Develops, completes, and tracks sensitive Division special projects and sensitive miscellaneous assignments at the discretion of the Bureau Chief.

10% Data Team Support

Provides support as needed for the Data Team.

MARGINAL JOB FUNCTIONS:

5% Perform other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of the Planning, Monitoring and Data Bureau

TRAVEL: 10%



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: LD Date Approved: 4/15/24

Revision Date (if applicable): _____