STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2019)

See CDA 9003-I for Instructions

1. INCUMBENT	**2. EFFECTIVE DATE (MM/DD/YYYY)**
Vacant	07/01/2021
3. DIVISION	**4. UNIT NAME**
Home and Community Living	Aging and Disability Resource Connection Branch
5. CLASSIFICATION	**6. POSITION NUMBER**
Associate Governmental Program Analyst	797-712-5393-003

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**
Wilson Tam		

8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	**EMPLOYEE'S SIGNATURE**	**DATE**

You are a valued member of the department's team. You are expected to work cooperatively 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.

9. DESCRIPTION

Under the direction of the Staff Services Manager II, the Associate Governmental Program Analyst independently plans, coordinates, and performs assignments related to the implementation of California's Aging and Disability Resource Connection (ADRC) Program within the California Department of Aging (CDA). The incumbent works in a team environment and in collaboration with CDA team, other State department representatives, the ADRC Advisory Committee and workgroups, designated and emerging ADRCs, and other ADRC stakeholders. The incumbent supports the vision, mission, and goals of the ADRC and is a full participant in team decision-making, strategy formulation, and problem resolution. The incumbent is able to manage multiple priorities, has knowledge of a broad range of programs for older adults and people with disabilities, and promotes cooperation, collaboration, and coordination between organizational partnerships. These duties are broadly defined as follows:

35% **Project Management**

- Monitors and supports ADRC partnerships (i.e., reports and work plans) to fulfill service delivery requirements and key indicators through on-site partnership and monitoring visits and other communication tools as appropriate.
- Prepares site visit and narrative reports, as appropriate, for quality assurance purposes and to be reviewed by and followed-up with ADRC partnerships.

- Collaborate with Information Technology Branch via Helpdesk requests to maintain and continuously enhance the web and telephone portal with timely and relevant information.
- Prepares and shares ADRC performance reports and dashboards with ADRC stakeholders using appropriate data and methods to build awareness, credibility, and support

30% **Training and Technical Assistance**
- Consults, collaborates, and communicates with ADRC partnerships through in-person, telephone, and/or web-based meetings to enhance and expand the ADRC program.
- Provides guidance to local ADRC partnerships and state-level partners to build and increase their capacity to implement the ADRC No Wrong Door service model, and to initiate strategies and systems that builds upon ADRC objectives by facilitating meetings.
- Interprets ADRC/NWD program criteria and responds to request for clarification from program staff, advocates, providers, and stakeholders.
- Collaborates with local ADRC partnerships in identifying best practices (e.g., person-centered approaches, service delivery, etc.) and sharing information as appropriate with other ADRC partners and stakeholders.

20% **Collaboration and Coordination**
- Provide recommendation for the development of the ADRC No Wrong Door (NWD) System through garnering support to define potential issues and establishing collaborations across departments and agencies
- Creates opportunities, in consultation with local ADRC partnerships, the state ADRC Advisory Committee and state-level partners, for sharing information among ADRC partnerships across the state.
- Participates with the ADRC Advisory Committee in assigned activities and workgroup(s).

10% **Reporting, Research and Analysis**
- Analyzes and researches existing state and federal guidance and practices to develop and revise program standards and procedures to ensure compliance with state and federal statutes.
- Develops initiatives, policies, and procedures as necessary to enhance statewide data collection methodology and instruments/forms and for implementation by local ADRC partnerships to report performance and outcome measures.
- Prepares legislative bill analysis on issues related to ADRCs and prepares legislative reports for State legislature and other departments.

5% **Other Responsibilities**
- Prepares and updates content that is accessible on the ADRC website.
- Performs other duties as assigned related to the ADRC program and partnerships.

Working Conditions
- Due to the COVID-19 pandemic, CDA staff are working remotely per the state's emergency telework policy. The physical work location of the position is designated at the department's headquarters location, a two-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.
- Travels up to 20% with half requiring overnight stays as necessary to fulfill the above training, technical assistance, reporting, analyses, and collaboration requirements.

Desirable Qualifications
- Strong communication skills, to include public speaking.
- Ability to facilitate, interact and work collaboratively with diverse internal/external stakeholder groups.
- Experience planning and implementing projects or programs such as identifying goals, establishing methodologies, developing outcome measures, and implementing work plans to develop goals and outcomes.
- Experience working effectively with others across organizational boundaries and external stakeholders.

Revised 8/9/2021