

STATE OF CALIFORNIA
CALIFORNIA COMMISSION ON AGING
DUTY STATEMENT

☐ Current
☒ Proposed

Civil Service Classification: Staff Services Manager II (Supervisory)
Working Title: Legislative and Policy Manager
Division Branch Name: California Commission on Aging (CCoA)
Incumbent: Vacant
Position Number: 316-001- 4801-001
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: S01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the Commission's team. All CCoA employees are expected to work collaboratively with internal and external stakeholders to enable the provision of the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. At CCoA, we value diversity and strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances organizational performance and the quality of representation for older Californians.

DESCRIPTION:

Under the general direction of the Executive Director within the California Commission on Aging, the Staff Services Manager II (Supervisory) (SSM II) serves as the Commission's Legislative and Policy Manager, supporting the Commission's core function of advising the Governor and Legislature, along with State, federal, and local agencies on programs and services that affect older adults, adults with disabilities and caregivers. The SSM II supervises a team of professional analysts and manages legislative activities, operational functions, and administrative operations. The SSM II exercises a high degree of independence and decision-making within established guidelines and serves as a key policy advisor to the Executive Director.

ESSENTIAL JOB FUNCTIONS:

45% Directs the legislative portfolio for the Commission, including the preparation and timely dissemination of bill tracking reports, including updates on amendments and legislative progress, to support informed decision-making and alignment with the Commission's policy priorities. Manages the complete legislative portfolio by coordinating legislative activities and ensuring strategic alignment with Commission goals. Identifies bill authors, responds to legislative inquiries, and provides policy committees with needed information. Prepares written materials, including bill position letters, fact sheets, drafts of testimony, and informational materials for Commissioners and members of the Legislature for review and approval.

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Develops and grows policy support through presentations, distribution of fact sheets, direct engagement, including the circulation of coalition letters, and the coordination of advocacy efforts and partner communications. Provides trainings to Commission staff and educates Commissioners on the legislative and budget processes to ensure effective advancement of the Commission's legislative agenda. Recommends amendments to policy bills and budget requests to address complex issues and overcome opposition through strategic problem-solving, stakeholder mapping, coalition-building, and collaboration with relevant agencies and advocacy groups. Hosts legislative engagement opportunities to promote the Commission's legislative and policy priorities.

Actively identifies and engages with key stakeholder coalitions and interagency workgroups to advance the Commission's legislative and policy goals. Represents the Commission in forums such as Silence=Violence, California Collaborative for Long-Term Services and Supports, California Family Caregiver Alliance, the California Committee on Employment of People with Disabilities Advisory Council, and the California Elder Justice Coordinating Council. Plans and leads legislative engagement events such as the annual 'Aging & Disability Issues: What Legislative Staff Need to Know' and the World Elder and Dependent Adult Abuse Awareness resolution and event. Develops event content, coordinates logistics, and provides strategic policy updates to stakeholders to strengthen the Commission's visibility, partnerships, and influence in statewide aging and disability policy efforts.

- 25%** Provides leadership, training, and guidance to staff, encourages team building, facilitates cross-training, and promotes continuous quality improvement. Plans and organizes work to meet deadlines and directives of the Executive Director. Reviews, edits, approves staff work, and tracks assignments to ensure thorough analysis, appropriate recommendations, clear communication, and credible use of data. Fosters creative decision-making and problem-solving while providing continuous feedback to team members to support high-quality performance and effective team collaboration. Supervises administrative functions including ensuring staff have the necessary equipment and tools, and that operations adhere to state policies and procedures. Conducts performance appraisals, probationary reports, disciplinary actions, and completes hiring processes in compliance with civil services rules and fair hiring practices. Coordinates onboarding activities and ensures staff meet training and documentation requirements in accordance with departmental and state policies and supports a smooth transition into the role.
- 15%** Facilitates meetings between Commissioners and key legislators or stakeholders by organizing an annual Capital Day event, coordinating legislative visits, and developing tools to support Commissioners in arranging district-level meetings, to ensure sustained relationship building and effective advocacy aligned with the Commission's priorities. Provides strategic meeting support to the Commission and its Legislative and Federal Advocacy Committees by preparing and presenting legislative and communications updates, developing committee agendas, drafts position letters, summarizing meeting discussions, ensuring timely distribution of background and summary materials. Provides policy and legislative analysis and presents staff recommendations to the Executive Director and committees to support informed decision-making and alignment with Commission policy initiatives.

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10% Ensures the development, review, and ongoing maintenance of Commission policy and procedure manuals to reflect evolving technology, state regulations, and Commission priorities. Oversees personnel-related administrative functions including approving timesheets and leave requests, maintaining the Leave Activity & Balance Report (LAB), approving Travel Expense Claims (TEC), ensuring current Telework Agreements are on file, and actively participating in required supervisory trainings, such as the bi-monthly California Department of Aging Human Resources Times Trainings, to ensure compliance with state policies and support effective staff management. Completes mandated tasks and training related to bilingual surveys, procurement records management, workforce analysis, and discrimination complaint tracking to ensure agency-wide compliance.

Serves as CCoA's Equal Employment Opportunity (EEO) Officer, ensuring EEO principles are upheld and incorporated in training and recruitment activities; advises the Executive Director on issues pertaining to equal employment law and practices; drafts policies and amends procedures in consultation with the Executive Director, ensuring compliance with Title VII, the Americans with Disabilities Act, and other pertinent State and federal mandates; conducts formal and informal investigations of discrimination complaints; and prepares and submits quarterly Discrimination Complaint Reports, utilizing the CalHR Discrimination Complaint Tracking and Monitoring System. Additionally, responsible for the accurate and timely completion of mandated tasks and trainings related to the Annual Bilingual Language Survey, Procurement and Contracting trainings, CA Records and Information Management (CalRIM) Records Management Coordinator, completion of the STD 70 and 73 Archival Records Retention Report, the annual Workforce Analysis Survey, Report and Census training, preparing required reports on appointments and discrimination complaint activity to ensure agency-wide compliance and accountability.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties and/or special assignments as assigned.

TRAVEL: Statewide travel - up to 10 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 Commission on 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 CCoA 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

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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: KG/PS/TB Date Approved: 9/3/2025

Revision Date (if applicable): _____