

☐ Current
☒ Proposed

Civil Service Classification: Staff Services Manager I (Specialist)
Working Title: Policy Specialist
Division Branch Name: Division of Policy, Research, and Engagement
Incumbent: Vacant
Position Number: 797-840-4800-002
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.

Primary Domain(s): N/A

DESCRIPTION:

Under the general direction of the California Department of Aging (CDA) Division of Policy, Research and Engagement (DPRE), Policy Branch Chief (Staff Services Manager III (SSM III), the Staff Services Manager I (SSMI) (Specialist), Policy Specialist, is a highly skilled independent project manager and consultant to the DPRE leadership team. The Policy Specialist will work on policy and program development, program implementation, legislative proposals and analysis, program improvements, service delivery, and stakeholder priorities related to issues that impact older adults, people with disabilities, and caregivers. The Policy Specialist performs the more complex analytical duties including the management of federal and state funds, overseeing program data collection, preparation of reports, and provides a wide range of technical expertise across the Division.

The Policy Specialist will be responsible for collaborating with internal and external stakeholders to help formulate strategies to improve the quality of programs and services, while guiding and communicating on multiple projects and policy issues that impact older adults, people with disabilities, and caregivers including older adult behavioral health, housing, and transportation. This role supports advancing the Governor's Master Plan for Aging (MPA) and the California Department of Aging's Strategic Plan.

ESSENTIAL JOB FUNCTIONS:

40% Project Management

Serves as a subject matter expert and project manager to DPRE for a variety of complex and sensitive projects and leads project and change management processes to improve overall effectiveness of complex, politically sensitive, and high-profile programs and MPA strategic initiatives. Conducts advance research on current regulations, best practices, and emerging trends related to CDA and DPRE policy work; and designs detailed plans and program initiatives by mapping timelines and resource allocations; coordinates cross-agency collaboration and stakeholder engagement to align efforts; leads the implementation of program delivery frameworks, ensuring compliance and effectiveness and measurable outcomes; monitors progress using project management tools and prepares regular reports to CDA leadership to support informed decision-making.. Prepares executive-level reports, decision memos, briefings, and recommendations to CDA and DPRE senior leadership and partners, supporting data-driven governance and strategic oversight. regarding project management processes, and policy development methodologies and initiatives that crosscut multiple policy areas and MPA initiatives.

35% Consultation

Provides policy consultation to CDA leadership, offering expert analysis and strategic guidance on policy development, legislative proposals, MPA priorities, and the CDA Strategic Plan. Advises executives on the implications of proposed initiatives, statutory mandates, and emerging policy issues, ensuring alignment with departmental objectives and long-term strategic goals. Leads high-level program evaluation and implementation oversight for new and ongoing initiatives, coordinating with internal experts and external stakeholders to ensure timely completion of major milestones, adherence to regulatory requirements, and effective operational performance. Exercises expert judgment in identifying implementation risks, policy gaps, and improvement opportunities across complex programs. Designs and oversees processes for data collection, integration, analysis, and interpretation to produce actionable insights that inform policy direction and executive decision-making. Conducts advanced policy, legislative, and regulatory analysis, reviewing program data, statutory authorities, budgetary impacts, and operational considerations to support the drafting of policy options, legislative proposals, fiscal analyses, and cross-agency policy drills. Synthesizes complex information into clear recommendations. Delivers timely, accurate, and analytically reports, briefs, and recommendations to executive leadership. Provides strategic guidance and drives progress toward departmental outcomes.

20% Stakeholder Engagement

Coordinates and supports interagency collaboration with federal, state, and local partners—including the Department of Health Care Services (DHCS), Department of Developmental Services (DDS), California Department of Public Health (CDPH), Department of Social Services (DSS), Department of Rehabilitation (DOR), Labor and Workforce Development Agency (LWDA), Business, Consumer Services and Housing Agency (BCSH), the U.S. Department of Health and Human Services (HHS), Centers for Medicare & Medicaid Services (CMS) and community organizations—by facilitating meetings, preparing agendas, and managing logistics for stakeholder committees, workgroups, and advisory forums to advance integrated and person-centered policies and programs. Provides subject matter expertise on issues affecting older adults, people with disabilities, and caregivers to assist in the alignment and development of cross-cutting policies and programs that enhance service delivery and regulatory compliance. Prepares detailed background materials, reports, presentations, and briefings for CDA leadership and interagency partners to support program implementation and statewide initiatives. Maintains and strengthens strategic partnerships by supporting engagement activities that promote equity, access, to elevate person-centered approaches in policy and program planning. Participates as an active contributor and technical resource in cross-sector stakeholder convenings, ensuring accurate communication of policy priorities and program updates.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties, special assignments, and projects assigned in order to fulfill the mission, goals and objectives of the department and MPA.

TRAVEL: Up to 5% Statewide and occasional national travel.

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: KG/TB Date Approved: 11/6/2025

Revision Date (if applicable): _____