

☒ Current
☐ Proposed

Civil Service Classification: Analyst II
Working Title: Monitoring Analyst
Division Branch Name: Division of Home and Community Living, Older Adult Programs Branch
Incumbent: Vacant
Position Number: 797-721-5393-700
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-exempt
CBID: R01
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 direction of Supervisor I, in the Planning, Monitoring, and Data Section (PMDS), the Analyst II performs a variety of functions intended to carry out the mission of the California Department of Aging (CDA) and provide oversight to California's Area Agencies on Aging (AAA). The Analyst will work in a team environment and in collaboration/coordination with representatives from other CDA teams and support staff. The Analyst is responsible for sharing leadership for various team responsibilities including technical assistance, monitoring, information dissemination and training, and collaboration and coordination on issue identification and resolution. The Analyst is a full participant in team decision-making, strategy formulation, and problem resolution. These responsibilities require a high level of analytic and effective communication skills and a broad knowledge of programs for older adults, adults with disabilities, and their caregivers. Roles, responsibilities, and duties are described below:

ESSENTIAL JOB FUNCTIONS:

40% Assessment and Compliance

Conducts comprehensive monitoring of Area Agencies on Aging (AAAs) in part, by using CDA monitoring tools to assess compliance with federal and State regulations and evaluate service quality. Tasks include performing virtual and/or on-site monitoring (traveling Statewide as necessary for on-site monitoring), reviewing and analyzing AAA documentation as compared to standards, identifying deficiencies, setting and scheduling Zoom external stakeholder interviews, preparing preliminary monitoring reports, presenting findings and technical assistance in front of a group with recommended corrective actions to ensure contractual regulations and compliance within Federal and State statutes. Serve, on a rotational basis, as virtual/on-site monitoring coordinator team lead, who functions as a liaison for communications with AAAs for requirements and expectations of the monitoring process, leading monitoring entrance conferences attended by internal and external stakeholders, ensuring requested documentation receipt, tracking and coordinating interdepartmental program staff findings, and timely preparation of detailed monitoring report write ups, following and tracking corrective action from both interdepartmental Program staff and external AAA stakeholders to ensure timely remediation of deficiencies and non-compliance.

20% Policy, Procedures, and Regulations

Develops, expands and updates monitoring tools and written protocol-based regulations, federal and State statute and other contract requirements based on an analysis of internal processes used to monitor AAAs to ensure compliance with current statutes. Participates in conducting steps of the compliance monitoring process which include pre-monitoring, monitoring, and post monitoring, to assess whether AAA's and their program meet federal and State regulations, contract standards, requirements, and adequate service provider management and performance by summarizing compliance findings, preparing detailed monitoring reports and providing actionable recommendations to assist AAA's in addressing deficiencies and mitigating risk by analyzing information gained from desk review and AAA interview activities.

20% Technical Assistance

Provides ongoing technical assistance and guidance to AAA's with support from interdepartmental Program area analysts in an effort to provide clarity and direction. Plans, organizes, and conducts trainings related to requirements contained in the Older Americans Act, Older Californian's Act and California Code of Regulations for internal and/or external stakeholders, including the public. Participates in the area plan review and approval process. Reviews area plans, area plan updates, and area plan amendments for content and compile analyses as needed for CDA staff, AAA staff, and other interested stakeholders. Serves as a Subject Matter Expert to plan, organize, and conduct training related to the Older Americans Act and other programs for CDA and AAA staff and other stakeholders, particularly on issues related to compliance monitoring, IIIB and IIIE programs, or other issues as needed.

15% Planning and Coordination

Tracks travel expenditure report and personnel costs, analyzes data and prepares annual cost reports, on a rotational basis while serving as the Monitoring Coordinator Team Lead Research, coordinate and complete the logistics planning for virtual/on-site monitoring including but not limited to airline arrangements, car rentals and any other travel arrangements for the monitoring team, on a rotational basis while serving as the Monitoring Coordinator Team Lead.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties and special projects as requested by leadership.

TRAVEL: Statewide travel up to 25 percent as necessary

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.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



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: PS Date Approved: 1/5/2026

Revision Date (if applicable): _____