

☐ Current
☒ Proposed

Civil Service Classification: Manager II
Working Title: Chief of Policy
Division Branch Name: Division of Policy, Research and Engagement
Office of Policy and Planning; Policy Branch
Incumbent: Vacant
Position Number: 797-840-4802-001
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: M01
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 Assistant Deputy Director, Division of Policy, Research, and Engagement (DPRE), the Manager II, Chief of Policy, manages the day-to-day operation of Policy Branch, oversees, and directs staff responsible for high-level policy research that advance California's Master Plan for Aging (MPA) and related California Department of Aging (CDA) strategic priorities. The Chief of Policy provides critical leadership on policies impacting older adults, people with disabilities and caregivers. The Chief of Policy supports policy collaboration across programs and departments and among aging, disability, and caregiver stakeholder groups.

ESSENTIAL JOB FUNCTIONS:

45% Policy Research and Development

Leads policy research and development that advances California's MPA. Oversees policy development and implementation, in alignment with the MPA and CDA's Strategic Plan. Regularly meets with stakeholders and subject matter experts through stakeholder advisory committees, workgroups, taskforces, meetings, and other methods to ensure they are actively involved in the development, implementation and evaluation of policy and research products. Conducts research on similar policy issues and best practices. Ensures policy products are comprehensive and address systemic barriers impacting underrepresented and marginalized communities by reviewing legislation and proposed regulations for impacts on older adults, people with disabilities, and caregivers as well as related programs. Leads the scoping, analysis, and prioritization of MPA-related initiatives by coordinating with internal and external partners, evaluating data and policy impacts, and preparing recommendations for executive decision-making to ensure alignment with CDA's Strategic Plan and statewide aging and disability priorities. Develops and implements operational policies, procedures, and workflows to improve program efficiency, compliance, and service delivery.

20% Policy Engagement

Plans, organizes, and directs stakeholder engagement activities in partnership with the MPA staff. Develops innovative solutions to address the needs of older adults, people with disabilities, and caregivers through policy briefs, program pilots, and stakeholder engagement. Engages public and private stakeholders representing older adults, people with disabilities, and caregivers to develop policies that better serve the population and advance the goals and objectives of the MPA and CDA's Strategic Plan. Leads stakeholder engagement efforts, including advisory committees, by facilitating policy discussions, synthesizing diverse input, and providing expert guidance to shape statewide strategies affecting older adults, people with disabilities, and caregivers; analyzes and communicates policy changes related to home- and community-based living, elder and disability justice, equity, Alzheimer's and dementia, research, and MPA oversight to ensure informed decision-making and alignment with departmental priorities.

15% Department Representation

Overnight travel statewide and nationally via car and/or plane as CDA's lead representative on MPA-related policy issues, participating in meetings, trainings, and stakeholder forums to ensure effective communication, collaboration, and alignment with aging, disability, and caregiver policy. Represents the department in high-level meetings and briefings by clearly communicating priorities, challenges, and recommendations. Analyzes emerging trends affecting older adults, people with disabilities, and caregivers, synthesizing statewide feedback to make informed policy decisions. Facilitates cross-departmental collaboration by coordinating with internal and external stakeholders to resolve complex issues and advance policy goals.

15% Management and Administrative

Directs administrative activities within the Policy Branch by supervising and providing leadership, direction, and policy guidance to a team of supervisory, specialists, and analytical staff, including training and mentoring. Analyzes program performance metrics and staff workload data to make informed decisions about resource allocation and staffing needs. Completes probationary reports and performance appraisals and ensure corrective action is taken if necessary. Conducts interviews and evaluates and selects candidates to fill vacant positions and conducts comprehensive onboarding to maintain a skilled workforce. Oversees the responsibility of management, personnel, fiscal, planning, policy, and program leadership. Serves as a subject matter expert to DPRE Assistant Deputy Director, the CDA Directorate, and department managers. Leads change-management efforts by guiding staff through new initiatives, system implementations, and policy updates for division projects. Develops and implements operational policies, procedures, and workflows to improve program efficiency, compliance, and service delivery. Attends and completes mandatory training.

MARGINAL JOB FUNCTIONS:

5% Perform other job-related duties, special assignments, and special projects as required to fulfill the mission, goals, and objectives of DPRE.

TRAVEL: Statewide travel up to 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: KG Date Approved: 01/16/26

Revision Date (if applicable): _____