



- Current
- Proposed

Civil Service Classification: Analyst III
Working Title: Policy Specialist
Division Branch Name: Division of Policy, Research, and Engagement
Incumbent: Vacant
Position Number: 797-840-5402-001
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 general direction of the California Department of Aging (CDA) Division of Policy, Research and Engagement (DPRE), Policy Branch Chief (Manager II), the Analyst III, 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 an independent consultant 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. Researches current regulations, best practices, and emerging trends related to CDA and DPRE policy work; plans detailed program initiatives by developing timelines and resource allocations; coordinates cross-agency collaboration and stakeholder engagement to align efforts; leads the implementation of program delivery activities, ensuring compliance and effectiveness; monitors progress using project management tools and prepares regular reports to CDA leadership to support informed decision-making, all while operating independently with minimal supervision. Functions as subject matter expert to provide guidance and consultation to DPRE senior leadership and other staff regarding project management processes, and policy development initiatives that crosscut multiple policy areas and MPA initiatives.

35% Consultation

Provides expert consultative advice to CDA leadership on policy development, legislative proposals, MPA goals and initiatives, and CDA Strategic Plan supporting the formulation, implementation, and evaluation of CDA and DPRE priorities. Leads and manages program implementation and evaluation activities of new and existing programs by coordinating and consulting with internal resources, and stakeholders to ensure timely achievement of project milestones and compliance with regulatory requirements. Develops complex protocols to establish measurable goals, performance metrics, and progress tracking systems; designs and oversees processes for data collection, organization, aggregation, and analysis to generate comprehensive updates and strategic recommendations to management and executive leadership. Reviews existing program data, relevant regulatory and legislative guidelines to assist with policy development, legislative proposals, fiscal and budgetary analysis, and policy drills. Actively engages in cross-sector partnerships and community stakeholder collaborations, facilitating regular meetings to advance strategies with MPA goals. Provides accurate and timely consultation and delivering actionable reports to executive leadership to guide decision-making and advance departmental objectives.

20% Stakeholder Engagement

Coordinates and supports interagency collaboration with federal, state, and local partners by facilitating meetings, preparing agendas, and managing logistics for stakeholder committees, workgroups, and advisory forums. 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, and person-centered approaches under guidance from higher-level management. 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: HS Date Approved: 03/18/26

Revision Date (if applicable): _____