

☐ Current
☒ Proposed

Civil Service Classification: Health Program Specialist I
Working Title: Nutrition Program Specialist
Division Branch Name: Division of Home and Community Living
Incumbent: Vacant
Position Number: 797-724-8338-006
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.

DESCRIPTION:

Under the general direction of the Nutrition and Wellness Section (NWS) Supervisor, the Health Program Specialist I (HPS I) performs a variety of functions supporting the mission of the California Department of Aging (CDA). The HPS I is assigned lead responsibility for project management and programmatic oversight within the Older Adults Program Branch (OAPB), with a primary focus on the Title III C-1 and C-2 Older Californians Nutrition Program (OCNP), assist with the Title IIID Evidence Based Health Promotion (EBHP) program, and collaborates with other OAPB sections to support coordinated program delivery.

ESSENTIAL JOB FUNCTIONS:

40% Policy, Regulations, Procedures, and Program Oversight

Develop, review, and update statewide policies, procedures, nutrition standards, regulatory guidance, and program requirements for the Older Californians Nutrition Program (OCNP) and other assigned OAPB programs. Research and analyze federal and state laws, regulations, and guidance; assist with regulatory development and implementation; and assess the programmatic and operational impacts of proposed changes.

Provide specialized technical assistance and policy interpretation regarding older adult nutrition, congregate and home-delivered meal services, To-Go meals, virtual interaction requirements, chronic disease considerations, and culturally and ethnically appropriate dietary practices. Recommend policy and program adjustments to address changing requirements and promote consistent statewide implementation.

Review Area Agency on Aging (AAA) Area Plans and related documentation for compliance with OCNP and applicable OAPB requirements. Participate in quality assurance and continuous improvement activities; identify trends, compliance concerns, and opportunities for program improvement; and develop tools, templates, procedures, guidance, and other resources to support program planning, implementation, monitoring, compliance, and outcome tracking.

Support program coordination and project management for OCNP-related initiatives, including strategic planning, workplan development, timelines, deliverables, and resource needs. Coordinate with AAA partners to identify technical assistance, training, and implementation needs and develop strategies and resources to address them. Conduct and support research, data analysis, and other activities that inform regulations, policies, technical assistance, training, and program materials.

30% Technical Assistance, Training, and Stakeholder Support

Support the monitoring, evaluation, and analysis of the Older Californians Nutrition Program (OCNP) and other assigned OAPB programs to assess program performance and ensure compliance with federal and state requirements. Participate in data review, program evaluation, quality improvement, and cross-functional activities to identify trends, issues, and opportunities for improvement.

Provide technical assistance to Area Agencies on Aging (AAAs) regarding OCNP implementation and compliance, including congregate and home-delivered meal services, To-Go meals and applicable in-person or virtual interaction requirements, including documentation of virtual activities; meal planning; nutrient analysis; food safety; specialized dietary needs of older adults; chronic disease-related nutrition considerations; nutrition service plans; menu reviews; quality improvement strategies; and corrective action plans. Respond to programmatic inquiries from internal and external partners regarding OCNP policies, reporting, nutrition standards, and related program requirements.

Develop and deliver in-person and virtual trainings, webinars, workshops, presentations, written guidance, and other resources to support consistent statewide implementation of OCNP and other assigned OAPB programs. Provide training and guidance on program policies and procedures, food safety, nutrition requirements, program implementation, monitoring, and evaluation.

Provide technical and programmatic support for procurement activities related to OCNP and other assigned OAPB programs, including nutrition service contracts, food service specifications, documentation requirements, and Request for Proposal development and review.

20% Research, Analysis, and Program Development

Conduct research on nutrition and aging topics such as malnutrition risk, food insecurity, food safety, cultural dietary considerations, fall prevention and chronic disease management. Review literature and best practices to inform policy updates and program improvements related to older adult nutrition services.

Analyze program data, including meal counts, participant characteristics, and nutrition risk profiles to identify service gaps, trends, and opportunities for program enhancements. Prepare written reports, data summaries, and presentations to support program planning, legislative analysis, and evaluation of nutrition services effectiveness. Track and analyze changes in federal and state nutrition-related policies or legislation and assess implications for CDA programs. Support the identification and evaluation of innovative strategies to engage older adults in the OCNP and other OAPB programs as assigned.

5% Special Projects

Represent the Section in workgroups, meetings, and trainings as assigned, in collaboration with staff and upper management. Assist in coordinating and

facilitating meetings with CDA staff, state agencies, contractors, and community partners. Participate in interagency collaboration efforts related to older adult nutrition and wellness, including the Senior Farmers' Market Nutrition Program, food safety coalitions, and health promotion coalitions.

MARGINAL JOB FUNCTIONS

5% Perform other job-related duties, including special assignments and projects, as required to support the mission and goals of the Nutrition and Wellness Section and the California Department of Aging.

TRAVEL:

Up to 25% statewide travel may be required to support AAAs through program development, technical assistance, training, monitoring, and on-site reviews of nutrition and health programs. Travel may be conducted by ground or air transportation and may be same day or require overnight stays. Statewide overnight and same-day travel is an essential function of this position and may be required to support AAAs through program development, technical assistance, training, monitoring, and on-site reviews of nutrition and health promotion programs. Travel may be conducted by ground or air transportation and may require overnight stays.

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: _____ Date Approved: _____

Revision Date (if applicable): _____