

☐ Current
☒ Proposed

Civil Service Classification: Analyst II
Working Title: Program Analyst
Division Branch Name: Aging & Disability Resource Connection Section
Incumbent: Vacant
Position Number: 797-731-5393-700
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.

DESCRIPTION:

Under direction of the Supervisor I, the Analyst II will perform varied and complex analytical tasks related to Aging and Disability Resource Connection (ADRC) program quality assurance, partnership and collaboration with stakeholders, training and technical assistance, and reporting, research, and analysis. The incumbent works in a team environment and in collaboration with CDA team, other State department representatives, the ADRC Advisory Committee, designated and emerging ADRCs, and other ADRC stakeholders. The incumbent supports the vision, mission, and goals of the ADRC and is a full participant in team decision-making, strategy formulation, and problem resolution. The incumbent is able to manage multiple priorities, has knowledge of a broad range of programs for older adults and people with disabilities, and promotes cooperation, collaboration, and coordination between organizational partnerships.

ESSENTIAL JOB FUNCTIONS:

40% Quality Assurance

Conduct reviews of local ADRC partnerships including preparing field evaluations, conducting site visits, and completing narrative reports, as appropriate, for follow-up and quality assurance and to maintain compliance with ADRC standard agreements. Meets with ADRCs in-person and remotely on a regular basis to support ADRC partnership development and monitor progress of development. Using desk manuals and internal policy, performs quality review and analysis of local ADRC partnerships submissions such as reports and forms for compliance with grant requirements and standards. Collect information such as data outcomes or program policy from internal and external sources in order to ensure that program indicators of success are met during any review process.

25% Partnership and Collaboration

As a subject-matter generalist, consults, collaborates, and communicates with ADRC partnerships through in-person, telephone, and/or web-based meetings to enhance and expand the ADRC program. Using information gathered from stakeholder meetings, collaboration with local ADRC partnerships, stakeholders, and section team in identifying best practices (e.g., person-centered approaches, navigation to services, etc.) and sharing information as appropriate with other ADRC partners and stakeholders on a regular basis.

By leveraging subject matter expertise, creates opportunities, in consultation with local ADRC partnerships, the state ADRC Advisory Committee and other state Departments, for sharing information among ADRC partnerships across the state to ensure a No Wrong Door service model is implemented statewide. Participates, as a field representative, with the ADRC Advisory Committee and other stakeholder groups in assigned activities and ad hoc committee meetings. Serves as staff support and/or staff lead for ad hoc committee meetings by setting agendas and assisting with online meeting coordination.

20% Training and Technical Assistance

Provides technical assistance for ADRC partnerships through the review of reports and work plans submitted by ADRCs to fulfill service delivery requirements and provide recommendations in accordance with department and unit guidelines. Provides verbal and written guidance to local ADRC partnerships to build and increase their capacity to implement the ADRC No Wrong Door service model, and initiate strategies and systems that build upon ADRC objectives through the facilitation of consistent meetings. Responds to requests for clarification from program staff, advocates, providers, and stakeholders as needed by interpreting program criteria to ensure consistency in program outcomes.

10% Reporting, Research, and Analysis

Analyzes and researches existing state and federal guidance and practices to formulate and revise program standards and procedures to ensure compliance with state and federal statutes. As needed, provides additional program alternatives that may increase efficiency or compliance to program standards. Using the Microsoft Office Suite and information submitted by the ADRC partners, updates ADRC performance reports and dashboards on a quarterly and annual basis to create transparency and increase accountability to the ADRC model.

Gathers and analyzes program reports and provides consultation in the development of quality measures and data-driven recommendations that enhance accountability measures needed to ensure program efficacy. As needed, prepares legislative bill analysis on new legislation that may impact ADRCs. Under the direction of management, prepares legislative reports and advises leadership regarding potential impact on ADRC programs for State legislature and other departments.

MARGINAL JOB FUNCTIONS:

5% Prepares new and updated ADRC program related content, including but not limited to program memos, guidelines, and technical assistance tools that are accessible. To increase accessibility for statewide ADRC partners, posts ADRC program related content to the ADRC website as needed. Performs other job-related duties as assigned for the ADRC program and partnerships. Serves as backup to other section analysts.

TRAVEL: Occasional statewide travel, up to 20%

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): _____