

☒ Current
☐ Proposed

Civil Service Classification: Analyst II
Working Title: Fiscal Analyst
Division Branch Name: Division of Home and Community Living
Incumbent: Vacant
Position Number: 797-711-5393-703
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 the Operations Manager (Supervisor I), Division of Home and Community Living (DHCL), the Analyst II performs a variety of complex programmatic and technical functions to support the mission of the California Department of Aging (CDA) and provides leadership and support to Multipurpose Senior Services Program (MSSP) sites. The Analyst II is responsible for contract administration, program support, information collection and review, program assessment, compliance with Medi-Cal regulations, program standards, and Federal waiver requirements. The Analyst II serves as a key liaison between CDA, MSSP sites, and partner departments by gathering and organizing program information, facilitating communication, coordinating follow-up activities, and assisting sites in understanding and meeting program requirements.

Working in a collaborative team environment, the Analyst II actively participates in and supports the vision, mission, and goals of the MSSP Team; establishes and maintains effective working

relationships with MSSP site personnel and internal and external stakeholders; identifies issues requiring team attention; and contributes to team decision-making, strategy development, and problem resolution. The position requires strong organizational, communication, coordination, and critical-thinking skills, as well as general knowledge of aging, care management, and Medi-Cal programs.

ESSENTIAL JOB FUNCTIONS:

35% Program Support and Information Collection

The Analyst II provides program support to MSSP sites and CDA staff by coordinating the collection, organization, and review of required program information and documentation. This includes communicating with site personnel and Department of Health Care Services (DHCS) staff regarding Provider Master File and rate file updates; maintaining tracking systems to monitor the timely receipt of required reports and documentation; and following up with sites to resolve missing, incomplete, or inconsistent information. The Analyst II serves as a point of contact for MSSP sites regarding program reporting requirements and assists sites in understanding and addressing questions related to program documentation and submission requirements.

The Analyst II coordinates the receipt and review of participant and service information, waitlist reports, MSSP Grant File Listing (CP-O-410) reports, contract advances, program expenditures, and other required program materials. Additional duties include coordinating the collection and review of MSSP quarterly reports, including critical incident reports, budgets, and closeout documentation. The Analyst II communicates with sites regarding outstanding items, documents follow-up activities, and escalates issues requiring management attention.

The Analyst II prepares correspondence, informational materials, and other program documents as assigned. As part of the Utilization Review (UR) monitoring process, the Analyst II assists with the collection and organization of participant counts, participant and service files, financial reports, and other documentation needed to support monitoring activities.

20% Program Information Management and Reporting Support

The Analyst II collects, organizes, maintains, and reviews MSSP program information to support program monitoring, oversight, contract administration, and management decision-making. The incumbent serves as a resource for MSSP program information by coordinating requests for information from MSSP sites, CDA staff, DHCS, and other stakeholders; clarifying information requests; tracking responses; and ensuring that requested documentation is received and appropriately maintained.

The Analyst II reviews submitted information for completeness, consistency, and compliance with established reporting requirements and follows up with MSSP sites when additional clarification or documentation is needed.

The Analyst II supports transparent and timely communication with DHCS and the Centers for Medicare and Medicaid Services (CMS) by assisting with the collection and preparation of information required to meet state and federal reporting requirements.

The Analyst II assists the MSSP Section in identifying questions, information gaps, or potential compliance concerns based on review of submitted documentation and information. The incumbent communicates identified concerns to appropriate staff and coordinates with MSSP sites to obtain clarification, additional documentation, or corrective information as needed.

20% Contract Administration and Coordination

The Analyst II is responsible for supporting the development, review, implementation, and administration of terms and conditions of MSSP Site contracts. This includes coordinating the development of annual contracts for MSSP Sites, preparing working documents, tracking required actions and approvals, and communicating with internal and external stakeholders to ensure contract processes are completed accurately and timely.

The Analyst II reviews the terms and conditions of CDA Standard Agreements, prepares amendments and updates to existing contracts, and coordinates with the Business Management Section regarding contract-related questions and issues. The incumbent maintains program and fiscal information for MSSP Sites and assists with gathering information needed by the Operations Manager, MSSP Section management, and executive leadership.

The Analyst II communicates with MSSP sites to obtain budget, participant, program, and other necessary information to support contract administration and monitoring activities. The incumbent reviews submitted budget and program documentation for completeness and adherence to established requirements, identifies questions or discrepancies requiring clarification, and coordinates follow-up with sites and appropriate CDA staff.

10% Quality Assurance and Program Monitoring Support

The Analyst II supports MSSP quality assurance and monitoring activities through information gathering, documentation review, communication, and coordination with MSSP sites. The Analyst II coordinates requests for additional documentation and clarification from MSSP sites, tracks outstanding items, documents responses, and assists staff in preparing monitoring summaries and follow-up correspondence. The incumbent participates in discussions with MSSP sites regarding identified deficiencies or areas requiring improvement and assists in coordinating appropriate technical assistance, training, or follow-up activities.

The Analyst II assists with the development and maintenance of policies, procedures, standardized reporting tools, templates, and other resources used to support consistent program operations and information collection. The incumbent serves as back-up liaison for the MSSP Section and CDA's Division of Information Technology and assists in coordinating resolution of information technology issues affecting MSSP program operations.

10% Technical Assistance, Training and Stakeholder Collaboration

The Analyst II provides technical assistance and training to MSSP Sites and stakeholders regarding program requirements, fiscal documentation, reporting processes, contract requirements, and related program procedures. The incumbent responds to site questions, clarifies program requirements, identifies resources available to assist sites, and coordinates with appropriate CDA staff when questions require additional guidance or resolution.

The Analyst II assists with the development and delivery of presentations, training materials, written guidance, reference materials, and other resources for MSSP Sites. The incumbent collaborates with MSSP site personnel and CDA staff to identify recurring questions, information needs, and areas where additional communication or training may improve program understanding and compliance.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objective of the DHCL.

TRAVEL: 5% Travel related to fiscal training and technical assistance.

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): _____