



- Current
- Proposed

Civil Service Classification: Staff Services Manager II (Specialist)  
Working Title: External Equity and Strategic Initiatives Specialist  
Division Branch Name: Office of Strategic Initiatives and Equity  
Incumbent: Vacant  
Position Number: 797-500-4801-001  
Effective Date:  
Conflict of Interest (COI): Y  
FLSA Status: Exempt  
CBID: E48  
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 Assistant Director, Office of Strategic Initiatives and Equity, the External Equity and Strategic Initiatives Specialist provides leadership in integrating equity principles into external stakeholder engagement, strategic planning, and high-priority projects. This position will support the department's mission to embed equity across programs while managing cross-functional strategic initiatives that advance the Master Plan for Aging (MPA) and department-wide priorities.

A key responsibility of this role is to provide expertise, advice, and guidance on equity to the Equity in Aging Advisory Committee (EAAC) and other California Department of Aging (CDA) and the MPA committees; oversees the development of the department's Racial Equity Action Plan (REAP), ensuring its alignment with state goals and department-wide priorities. The incumbent will also be responsible for managing high-profile strategic initiatives, ensuring projects are implemented efficiently and align with state equity goals.

## **ESSENTIAL JOB FUNCTIONS:**

### **30% Equity in External Engagement and Communications**

Responsible for developing and implementing external equity strategies that support aging, disability, and caregiving initiatives. Advises on and executes equitable communications strategies to ensure outreach and messaging reflect diverse communities and language accessibility best practices. Serves as an advisor on incorporating equity principles into CDA's public-facing materials, social campaigns, and media relations. Leads engagement with stakeholder groups, advisory committees, and community-based organizations to identify equity challenges and drive solutions. Supports and advises the EAAC in shaping policies, programs, and outreach strategies that address systemic inequities. Reviews proposed legislation, policies, and funding opportunities through an equity lens and provide recommendations. Collaborates with external organizations and stakeholders to advance in diversity, equity, inclusion and belonging (DEIB) practices within the aging and disability services ecosystem, fostering partnerships to expand equitable access to resources and services.

### **30% Strategic Project Management and Initiative Oversight**

Leads high-priority strategic initiatives that enhance service delivery and access for older adults and individuals with disabilities. Responsibilities include, developing and managing project workplans, tracking deliverables, risks, and milestones to ensure timely execution. Facilitates interdepartmental coordination to integrate equity-focused policies into broader CDA strategic goals. Supports external-facing programs and initiatives that promote equity, ensuring aging and disability resources are accessible to diverse communities. Additionally, the incumbent utilizes project management tools and methodologies to streamline operations and ensure accountability.

### **20% Policy and Data-Driven Decision Making**

Collaborates with CDA research staff and external experts to develop equity performance metrics and outcome measures. The incumbent conducts equity impact assessments on proposed programs and policies, tracks and analyzes demographic trends and outreach effectiveness, and prepares reports and recommendations for leadership on external equity initiatives and stakeholder impact. Ensures that equity data informs CDA's broader decision-making and strategic initiatives.

### **15% Representation and Leadership Participation**

Represents CDA at statewide equity-focused forums, including Equity in EAAC, and other cross-agency workgroups and committees. Provides recommendations to executive leadership on external equity strategies and participate in department-wide strategic planning efforts and initiatives. Serves as an external DEIB advisor and facilitator, engaging with service providers, community leaders, and policymakers to enhance equity-driven practices in aging and disability programs. Leads capacity-building efforts to strengthen cultural competency among external partners and stakeholders, ensuring best practices in accessibility, outreach, and

service provision. Develops and promotes training and professional development opportunities for external partners to embed DEIB principles in their operations and programming.

**MARGINAL JOB FUNCTIONS:**

5% Perform other duties as required, consistent with the specifications of the classification.

**TRAVEL:** As needed

**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.

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Supervisor's Signature and Date

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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.

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**Employee's Signature and Date**

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**HUMAN RESOURCES BRANCH USE ONLY:**

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: ST Date Approved: 02/18/2025

Revision Date (if applicable): 02/18/2025