

☐ Current  
☒ Proposed

Civil Service Classification: Staff Services Manager II (Supervisory)  
Working Title: Alzheimer's and Dementia Initiatives Program Manager  
Division Branch Name: Division of Policy, Research and Equity Policy Branch  
Incumbent: Vacant  
Position Number: 797-840-4801-xxx  
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 California Department of Aging (CDA) Division of Policy, Research and Equity (DPRE), Policy Branch Chief (Staff Services Manager III (SSM III)), the Staff Services Manager (SSM) II, (Alzheimer's and Dementia Initiatives Program Manager) a non-supervisory expert, serves as CDA's Alzheimer's Disease and Related Dementias (ADRDs) program and policy lead and Subject Matter Expert (SME). This position manages, guides and leads multiple collaborative projects on cognitive disorders such as Alzheimer's disease, stroke, traumatic brain injury or other dementia diagnoses specific to the population of older Californians, persons with disabilities, family caregivers, and direct care workers. The SSM II works independently and in a lead capacity performing highly technical, complex research and analysis with key focus areas of navigation, access to programs and services, workforce development and financing. The SSM II performs the most complex functions related to ADRDs including policy, programming, problem solving, outreach, communication and consultation to CDA staff, executive management, California

Health and Human Services (CalHHS) Agency and its departments, and internal and external stakeholders. This role advances the Governor's Master Plan for Aging and Task Force on Alzheimer's Disease Prevention and Preparedness.

## **ESSENTIAL JOB FUNCTIONS:**

### **35% Policy Research, Analysis and Development**

Researches complex federal and state guidance, policy, regulations and best practices to increase dementia-capable home and community-based services and supports for persons living with ADRD and their caregivers using evidence-based practices, proven models, innovative strategies and an equity lens. Creates project management tools to track tasks and milestones including the development of metrics for evaluating success and quality assurance. Advises CDA leadership on person-centered, dementia capable strategies and policy with an emphasis on communities that are disproportionately impacted by dementia and related disorders. Provides input to the legislative team on proposed legislation that relates to ADRD, caregivers, and related issues. Conducts intricate research and explores innovative solutions with the goal of ensuring that individuals living with ADRD, and related conditions and caregivers have access to person-centered services that support individuals to live in their community of choice and navigate public, private, and nonprofit services and supports. Regularly updates stakeholders on progress of policy projects and any potential risks. Manages and creates sensitive/confidential projects, analytical studies, legislative analyses and surveys. Develops and prepares fact sheets, issue briefs and other resources and correspondence. Provides feedback on analyses and reports developed for CDA.

### **25% Stakeholder Engagement**

Collaborates with federal, state, and local partners, such as the Department of Health Care Services (DHCS), Department of Developmental Services (DDS), the California Department of Public Health (CDPH), federal Administration for Community Living (ACL), Centers for Medicare and Medicaid Services (CMS), and local government and community-based organizations that serve persons with ADRD and/or their caregivers. Prepares and delivers presentations to CDA leadership, community partners and state/federal agencies.

Serves as a SME to provide staff support to the Alzheimer's Disease and Related Conditions Advisory Committee on behalf of the CalHHS Agency. Serves as a conduit and liaison between the committee, CalHHS departments and CalHHS leadership. Ensures compliance with Bagley-Keene Act and consults CDA legal team as necessary. Works with Committee and Agency leadership to determine meeting topics, recruits presenters, and develops agendas. Works with CDA staff to ensure timely completion of meeting logistics tasks. Promotes meetings and responds to inquiries from interested parties regarding committee activities. Develops post-meeting summaries to CalHHS Secretary with Committee recommendations. Tracks member terms and leads efforts to recruit, interview, orient, and support committee members, including persons living with dementia and family caregivers. Independently prepares, remediates, and posts meeting materials in compliance with Bagley-Keene public meeting laws.

Develops training materials on grant management, program evaluation and ADRD-related issues. Facilitates workgroups to provide technical assistance to grantees, monitors the effectiveness of training efforts and adjusts based on feedback.

## **25% Grant, Contract and Program Management**

Serves as an internal consultant and project manager to create and facilitate policy development and program implementation for grants and initiatives related to persons living with ADRD and other cognitive disorders and their caregivers. Develops Request for Application criteria and other solicitation documents for release, award, implementation, and on-going maintenance of programs related to ADRD and related issues. Organizes and facilitates grant funding awards and contracting processes with internal CDA teams; manages and monitors funding contracts and reports for compliance with grant requirements and program standards; and determines the release of grant funds upon satisfaction of grant/contract requirements.

Serves as a liaison and consultant to partners in planning, organizing, and implementing project plans to meet contract deliverables and project outcomes. Organizes and leads routine meetings with grantees, contractors, and CDA staff to discuss project status. Captures action items and recommendations; determines the next steps; and tracks items for completion. Manages adequate coordination of service delivery, training, compliance and reporting activities in alignment with grant/contract requirements and provides expert assistance to grantee and contractors to achieve goals, successfully completes deliverables and meets objectives. Maintains responsibility to provide written guidance and technical assistance to address scope of work, budget, and reporting requirements to grantees and contractors.

Consults with DPRE staff and community partners to develop and submit grant proposals, and to guide in the development of policies that align with state or federal regulations and meets the needs of individuals with ADRD and their caregivers. Oversees, coordinates, and ensures timely contract execution or contract amendments in collaboration with the DPRE staff and management, Business Management Bureau, and Financial Management Branch. Develops, implements and monitors project management tools, workplans, deliverables, milestone timelines, evaluation tools, methodologies, and standards to ensure that all projects are completed within scope, budget, and timeline. Provides regular reports on compliance to internal and external stakeholders, including financial and performance metrics. Analyzes data and trends regarding ADRD to inform policy decisions. Advises CDA Executive Leadership, DPRE Management, and local, state, and federal partners of regular updates on activities and accomplishments. Independently provides technical consultation to Department staff, contractors/grantees, various advisory committees, and other interested parties on issues and resources related to ADRD, caregiving, and related issues.

## **10% Department Representation**

Represents CDA as a SME on ADRD Advisory Committee and related policy issues and actively participates in department and stakeholder forums to inform stakeholders and obtains feedback on issues impacting older adults, persons with disabilities, and caregivers. Attends

related national, state, and local forums and trainings. Serves as a liaison and CDA representative to federal, state and local parties by attending meetings and responding to correspondence on behalf of CDA and other departments related to services and supports for people living with ADRD and related disorders and their caregivers. Participates in and/or presents at federal and/or state technical assistance webinars on support for people living with ADRD and related disorders and their caregivers; disseminates information; and provides updates to CDA Executive Leadership, SSM III, DPRE management and other key partners.

### **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.

**TRAVEL:** Up to 15% 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.

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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: HS Date Approved: 4/1/2025

Revision Date (if applicable): \_\_\_\_\_