DEPARTMENT TITLE: Mental Health Services Oversight and Accountability Commission

1. EMPLOYEE NAME: [Employee Name]

2. CLASS TITLE: Associate Governmental Program Analyst

3. WORKING HOURS/SCHEDULE TO BE WORKED: ~8 a.m. to ~5 p.m.

YOU ARE A VALUED MEMBER OF THE COMMISSION’S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE COMMISSION TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY, PRODUCTIVITY, AND COOPERATION ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

4. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Manager I, the Associate Governmental Program Analyst (AGPA) will serve as the Triage Program grant monitor. As contract grant monitor, the Associate Governmental Program Analyst (AGPA) will: (1) monitor a county’s triage program performance and consistency with contract requirements ; (2) work with the Evaluation Unit to ensure data collection and evaluation; (3) provide technical assistance to counties; (4) develop and maintain Triage Program policies and procedures; (5) prepare Request for Applications and Release for Bids to ensure contract continuity; and (6) develop fiscal tracking and organizational tools, along with other reports and documents related to the Triage Program.

5. Percentage of time performing duties

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<th>Percentage</th>
<th>Duties and Responsibilities</th>
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<tr>
<td>35%</td>
<td>Monitor Triage Contract Compliance:</td>
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<td>Establish relationships and provide guidance to county staff that are implementing the Triage Program. Provide regular and frequent communication with the county grantees regarding contract deliverables. Ensure contract timelines are met. Ensure local evaluation data is collected and provided to the MHSOAC. Review contract deliverables for accuracy.</td>
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<td>Conduct triage program reviews at the county level to ensure program guidelines are being followed. Arrange for travel to counties to review programs.</td>
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<td>Monitor contract expenditures to ensure funds are used appropriately and that funds are used for the intended purpose. Monitor the hiring of triage personnel to ensure counties fulfill their contractual obligations.</td>
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| 20%        | Ensure Program Evaluation: |
|            | Work with MHSOAC Evaluation Unit to ensure that the Triage Program is evaluated. Perform and organize data collection. Analyze the data collected to determine the success of the Triage Program. Work with counties to determine that outcome measures are valid. Work with counties to establish a data baseline. Ensure basic demographic information is collected. Monitor and review data deliverables to determine the effectiveness of the Triage Program. Review effectiveness of different types of triage staff to determine best practices. |
|            | Create internal data systems to store and create reports. Provide evaluation outcomes to the Commission and others as needed. Create reports to disseminate outcomes of the Triage Program. |
Develop and Maintain Policies and Procedures:
Staff will develop and maintain P&Ps for the Triage Program, making changes to P & Ps and documents as needed. Develop standardized letters and notices to communicate with counties. Develop grant administration manuals to be utilized by staff. Develop county monitoring guidelines and manuals to be utilized by staff for program reviews. Develop internal budget tracking systems to ensure fiscal accountability. Create organizational tools including logs, grant matrix, master mailing lists, and expenditure tracking logs. Develop retention of records policy.

Provide Technical Assistance to Counties:
Staff will provide technical assistance to counties as needed. Provide TA regarding contract expenditures. Provide direction regarding how funding is expended on program expenditures including, Personnel, Evaluation, Direct, Indirect and Administration costs.

Provide TA regarding program requirements outlined in the contracts between counties and the MHSOAC. Provide TA regarding data elements required by the MHSOAC. Provide TA regarding the evaluation requirements outlined in the contracts.

Provide outcome information to counties to ensure best practices are identified.

Create Request for Application and Release for Bid:
The triage grant is on a three year cycle. Staff will review outcomes from data and results at the county level to determine if changes are required to the existing contracts. Staff will prepare and release RFAs every 2 ½ years to ensure contracts are in place to ensure continuity of services. Staff will release RFA’s and conduct all activities to ensure the process is completed including, scoring of proposals, preparing contracts for grant awards, provide TA to counties to ensure that there are no breaks in services if possible.

Perform other related duties as required.

7. SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE
SUPERVISOR’S NAME (Print) SUPERVISOR’S SIGNATURE DATE

8. EMPLOYEE’S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT
EMPLOYEE’S NAME (Print) EMPLOYEE’S SIGNATURE DATE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.