

MH3002 (2/93)

3001#	Analyst Approval	Date
Employee Name		
Division Mental Health Services Oversight and Accountability Commission (MHSOAC)		
Position No / Agency-Unit-Class-Serial 475-550-5756-001		
Branch		
Class Title Research Program Specialist I (Social/Behavioral)		
Unit Evaluation		
Location Sacramento		Supervisor's Approval (Signature)
		Date

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction and supervision of the Director of Research and Evaluation, the Research Program Specialist (RPS) I uses research and mental health expertise to further efforts of the evaluation of the public community-based mental health system, with particular focus on the Mental Health Services Act (MHSA) and included adult and children's systems of care. The RPS I will serve as a resource to management, the Commission, stakeholders and committees on evaluations of MHSA components and the public mental health system. The Research Program Specialist I will work with Research Scientists, other Research Program Specialists, the MHSOAC Evaluation Committee, and stakeholders to develop, oversee, and contribute to evaluations of MHSA components and the public mental health system that have been adopted by the Commission. Duties require high level contact with committee members, other State agencies, county mental health directors, county MHSA coordinators, advocacy groups, mental health clients and family members, and various stakeholder organizations.

The MHSOAC is hiring to fill one RPS I/II position. The appointee may be required to be involved in all or some of the following activities: 1) Development and implementation of a performance monitoring system for California's public community-based mental health system. 2) Development and implementation of systems for continual tracking, monitoring, and evaluating of Prevention and Early Intervention (PEI) programs, Innovation (INN) programs, and other services and programs offered via the MHSA and broader systems of care. 3) Statewide data collection and reporting systems, including development of expertise in currently available data at the county and statewide level, data/reporting needs and requirements, and development/modification of statewide data systems.

PERCENTAGE OF TIME PERFORMING DUTIES	RESPONSIBILITIES OF POSITION
~20%*	Utilize a moderate degree of independence to research issues that pertain to the MHSA and MHSOAC. Serve as a resource on planning, organizing, conducting, interpreting, and disseminating complicated research and statistical projects involving evaluation of the MHSA and broader community-based mental health system. Create innovative research procedures and methodologies and develop modeling processes and procedures for research of the MHSA and community-based mental health system. Provide assistance, consultation, and technical assistance to evaluators, including those that work within the MHSOAC and external researchers/contractors. Work with high level subject matter experts and a diverse array of stakeholders to develop recommendations on evaluation priorities and consider how to best implement those priorities. Review evaluation findings to consider interpretation of results for future research ideas and policy implications.
~20%*	Manage external evaluation contracts, including development, review, and monitoring of contractual requirements. Develop scope of work for RFPs and contracts. Meet regularly with contractors to discuss progress and challenges pertaining to completion of contract deliverables. Coordinate issues related to obtaining data needed for completion of contracts. Provide review of evaluation deliverables submitted by contractors for a variety of highly complex research and evaluation projects. Consider the quality of submitted deliverables and make recommendations for

strengthening. Determine compliance of contract deliverables.

~20%*

Assist and collaborate to plan and organize a performance monitoring system for California's public community-based mental health system. Work with scientists to collect, review, interpret, and disseminate MHSA-defined outcomes and systems indicators at statewide and county levels. Identify and obtain, create, and maintain databases for the performance monitoring system. Use databases to analyze data and address research questions. Identify points of comparison needed for interpretation of findings. Interpret results and make recommendations for actionable next steps. Identify methods for completion of next steps and assist with implementation of those next steps. Disseminate results and interpretations to a broad audience. Prepare written materials and presentations related to dissemination plans.

Assist and collaborate to plan and organize systems to continuously monitor, track, and evaluate PEI and INN programs that are implemented by counties throughout the state, as well as other programs and services offered via the MHSA and systems of care. Work with scientists to collect, review, interpret, and disseminate MHSA-defined outcomes at statewide and county levels. Identify and obtain, create, and maintain databases for the tracking and monitoring systems. Use databases to analyze data and address research questions. Identify points of comparison needed for interpretation of findings. Interpret results and make recommendations for actionable next steps. Identify methods for completion of next steps and assist with implementation of those next steps. Disseminate results and interpretations to a broad audience. Prepare written materials and presentations related to dissemination plans.

Act as a subject matter expert on data collection and reporting systems that are used throughout the state, including those that may be especially pertinent to the MHSA and broader systems of care (e.g., Client and Service Information System, Data Collection and Reporting System, Consumer Perceptions Survey, California Health Interview Survey, data collected by External Quality Review Organizations, census data, etc.). Make recommendations and act as a resource regarding data needs for MHSOAC internal and external evaluations. Consider current data and reporting system needs for both the state and counties. Work with stakeholders and appropriate state and county agencies to develop, implement, and strengthen data collection and reporting systems. Create innovative procedures to improve data collection and reporting systems. Create and maintain internal databases for data provided to the state/MHSOAC by counties (e.g., data from Annual Revenue and Expenditure Reports, Three Year Plans, Annual Updates). Track, monitor, and evaluate the data and use this review to recommend action items, including policy recommendations.

~15%*

Attend and participate in the Evaluation Committee, various evaluation workgroups, MHSOAC staff meetings, Commission meetings, and external evaluation-related meetings, as needed/requested. Convene and facilitate evaluation workgroups on a variety of research and evaluation-related topics. Present evaluation-related ideas, knowledge, findings, and recommendations to a variety of audiences, including Commissioners, MHSOAC executive management, the Evaluation Committee, other MHSOAC committees, and other county and statewide entities. Prepare written reports and materials as needed to accompany presentations. Prepare written materials aimed at dissemination of MHSOAC evaluation efforts.

~10%*

Act as subject matter expert and resource on MHSA components, programs, and policies. Provide consultation to management, statewide organizations, major stakeholders, counties, contractors, and MHSOAC Committees on various MHSA policies, reporting requirements, and outcomes. This expertise includes knowledge of data systems, current research, and studies on MHSA and the broader California public community-based mental health system. Conduct policy analyses in order to interpret and apply policies, regulations, and guidelines to ensure compliance with the intent of MHSA with regard to evaluation. Represent the MHSOAC at meetings with governmental partners and community partners on MHSA implementation, evaluation, and oversight. Work closely with stakeholder organizations to ensure client and family involvement in all MHSOAC activities. Assist in leading special projects and high level assignments related to the MHSA.

~10%

Plan/develop, implement, and monitor training and technical assistance efforts related to evaluation of the MHSA and broader public community-based mental health system.

~5%

Other duties as required.

I have read and understood the duties and essential functions (*) of the position and can perform these duties with or without reasonable accommodation:

Date:

Employee Signature:

I certify that the above accurately represent the duties of the position:

Date:

Supervisor Signature:

PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:

Transaction #:

Date Approved: