

DUTY STATEMENT

Box reserved for Personnel Section

	3001#	Analyst Approval	Date
Employee Name	Division		
Position No / Agency-Unit-Class-Serial 475-550-8325-XXX	Branch Mental Health Services Oversight and Accountability Commission (MHSOAC)		
Class Title Staff Mental Health Specialist (SMHS)/ Health Program Specialist (HPS)	Unit		
Location Sacramento	Supervisor's Approval (Signature)		Date

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS	
<p>Under the general direction of the Deputy Director of Evaluation and Program Operations and the supervision of the Mental Health Program Supervisor and in close consultation with the Consulting Psychologist, the SMHS/HPS has primary responsibility for managing the Mental Health Services Oversight and Accountability Commission's review of the County Three-Year Plans, Annual Updates and approval coordination for Innovation Plan requests. Key responsibilities include: a) review and analysis of county Mental Health Services Act (MHSA) component plans and reports, b) research of plan submittals and preparation of position papers and policy recommendations for consideration by the MHSOAC to brief the Legislature, the Administration, relevant State agencies, and the public; c) consultation with the Counties including the California Behavioral Health Directors Association (CBHDA), relevant state agencies, the California Mental Health Services Authority (CalMHSA), service providers, interested stakeholder groups, providers of mental health training and technical assistance, and others engaged in and affected by public mental health.</p>	
PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
35%	<p>Review of Counties' MHSA Component Plans and Program Implementation for Evaluation, Technical Assistance and Compliance Issues.</p> <p>The SMHS/HPS is knowledgeable about the MHSA, including referenced Adult and Children's Systems of Care, as well as relevant guidelines and regulations. The SMHS/HPS reviews counties' Three-Year Plans and Annual Updates to assess trends, identifies potential policy issues, recommends potential areas for training and technical assistance, informs evaluation priorities, supports quality improvement at all levels, and communicates to diverse constituents and decision-makers. The SMHS/HPS develops methods and builds relationships to assess and analyze trends in MHSA program implementation in support of the Commission's oversight and accountability responsibilities. The SMHS/HPS analyzes and communicates information in verbal and written form about trends in counties' plans and programs to support statewide priorities for training and technical assistance. Reviews County Innovation plans and make recommendations regarding funding approvals to the Commission.</p>
20%	<p>Field work, including on-site inspections and collateral visits to County Mental Health Programs funded through MHSA.</p> <p>In order to provide oversight, review, accountability and evaluation of projects and programs supported with MHSA funds, determine if programs have been implemented in a manner consistent with submitted plans as authorized by local Board of Supervisors. Provide consultation to County mental health plans that have questions or are experiencing problems in MHSA program</p>

	plan development to accomplish the purposes of the MHSA. Occasional over-night travel may be required.
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15%	<p>Committee Work</p> <p>The SMHS/HPS facilitates committee meetings that work with diverse groups of stakeholders with varying viewpoints and goals. Will arrange for all logistics for meetings, prepare agenda's and secures presenters. The SMHS/HPS works closely with the MHSOAC committees and work groups, as necessary and useful. Duties include working closely with the commissioners who are co-chairs and with committee members to ensure appropriate input to and quality improvement strategies, trend analysis, policy recommendations, etc.</p>
10%	<p>Policy Papers, Presentation, and Recommendations</p> <p>Based on qualitative and quantitative research, and informed by a broad range of constituents as well as evaluation data, the SMHS/HPS writes position and policy papers and creates presentations for the MHSOAC. Papers and policy recommendations are intended for use to brief the Legislature, the Administration, and relevant State agencies, as well as a broad range of interested Counties, service providers, stakeholder groups, and the public.</p>
10%	<p>Contract Management</p> <p>The SMHS/HPS will develop, review, and analyze, stakeholder contracts. The SMHS/HPS provides guidance and consultation to contractors to insure that deliverables are submitted in a timely and satisfactory method. The SMHS problems solves with contractors around compliance issues, reviews and approves deliverables and invoices.</p>
5%	<p>Miscellaneous:</p> <p>The SMHS/HPS represents the MHSOAC at meetings with governmental (Department of Health Care Services, Department of Public Health, Office of Statewide Health, Planning, and Development, other state departments, county groups California Mental Health Planning Council), CBHDA, CalMHSA, and community groups, and advocates. The SMHS/HPS performs unique, high-level assignments to support and advance the mission of the MHSOAC and will also field calls from other state Departments and Commissioners. The SMHS/HPS will tactfully handle complaints regarding system deficiencies in the mental health system and provide referrals to the appropriate agencies.</p>

<p>I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:</p> <p>Employee Signature:</p>	<p>Date:</p>
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<p>I certify that the above accurately represent the duties of the position:</p> <p>Supervisor Signature:</p>	<p>Date:</p>
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PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:

<p>Transaction #:</p>	<p>Date Approved:</p>
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