

DUTY STATEMENT

Mental Health Services Oversight & Accountability Commission

PART A	
ADMINISTRATIVE SERVICES DIVISION	
Position No: 475-550-8336-004	Date
Class: Health Program Specialist II	Name:
Subject to Conflict of Interest: Yes	CBID: R01
Description of the position's organizational setting and major function:	
<p>Under general direction of the Staff Services Manager III, Chief, of the Administrative Services Division, the Health Program Specialist II performs the most complex technical budget work by developing, preparing, administering, maintaining, reviewing, and controlling the Commission's budget (Mental Health Services Fund and Coronavirus Fiscal Recovery Fund of 2021), and providing consultative budget service to Commission executive staff. The Health Program Specialist II is expected to exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a heavy workload with short deadlines and the need for a very high degree of accuracy and thoroughness. The Health Program Specialist II performs the following duties and all other related work.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Responsible for the preparation and maintenance of the annual Governor's Budget, including May Revision and Spring Finance Letter, as needed. Review the fiscal impact of Budget Change Proposals (e.g., baseline, policy, population, May revision, capital outlay), Finance letters, and departmental deficiencies to make recommendations to management for baseline changes (e.g., augmentations, appropriations, re-appropriations) using prior year funding decisions, Strategic Plan, monthly budget plans, and workload studies to meet program needs. Prepare budget schedules (e.g., salaries and wages, change and authorized positions) to produce the Governor's Budget using financial records for prior year, current and budget year. Complete technical budget documents including budget revisions, budget galleys, associated schedules, budget drills, and supporting documentation in accordance with the State Administrative Manual (SAM), applicable policies, and following Department of Finance instructions.</p>
20%	<p>Review fiscal expenditures to determine compliance with budget funding, applicable control agencies requirements, bargaining agreements, legislation, and departmental/agency policies. Prepare budget projections to identify the fiscal status of a program and make recommendations to aid executive staff with resource and expenditure decisions. Utilize various FI\$Cal reports to monitor and validate program expenditures and encumbrances commensurate with program guidelines. Monitor expenditures of spending and correct allocations in compliance with the State Administrative Manual and appropriate government codes. Discuss future program plans and needs with management to identify level of funding and provide recommendations.</p>
15%	<p>Reconcile departmental appropriations by source of funding with State Controller's Office and Department of Finance to maintain accurate budget authority. Implements, controls and monitors the reconciliation of appropriations to maintain accurate budget authority. Upload, reconcile, and maintain the Commission's annual budget at the detailed level in FI\$Cal, to</p>

	<p>maintain accurate budget authority at the sub-program level. Work with Commission accounting staff, Department of Finance, and State Controller's Office to resolve any funding issues.</p>
15%	<p>Monitor the requirements of Federal funds and ensure compliance with expenditure rules. Ensure that Federal reporting requirements are met and reports are submitted by the stated due dates. Monitor the cash management of the Federal funds, including preparing expenditure projections to ensure timely use of the funds. Oversee the transfer of Federal funds between state operations, local assistance, and capital outlay to support program implementation.</p>
10%	<p>Assist program staff in preparation of Budget Change Proposals (BCPs), Spring Finance Letters (SFL), May Revise Letters (MRL). Reviews proposals to ensure that they are in accordance with Department of Finance policies and procedures. Cost out and determine funding sources for proposals. Identify and resolve any fiscal issues. Prepare department-wide administrative Budget Change Proposals as necessary to propose changes to the existing budget. Analyze proposed and current legislation to determine funding impact in departmental programs.</p>

NON-ESSENTIAL FUNCTIONS	
5%	Other activities as directed.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					x
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					x
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					x
WALKING: Within the department to various units.		x			
SITTING: Work station; meetings; training.					x
STANDING: Copy documents; review records.		x			
BALANCING:	x				
CONCENTRATING: Review documentation for accuracy.					x
COMPREHENSION: Understand budget data as it applies to the position.					x
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					x
LIFTING UP TO 10 LBS:		x			
LIFTING 10-25 LBS:	x				
LIFTING 25-50 LBS:	x				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				x	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.		x			
CARRYING: Transport documents.		x			
CLIMBING: Stairs.	x				
BENDING AT WAIST: Use copier; access low file drawers.		x			
KNEELING: Access low file drawers.		x			
PUSHING OR PULLING: Open and close file drawers.		x			
HANDLING: Sort paperwork; distribute mail.				x	
DRIVING: Special events.	x				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					x
WORKING INDOORS: Enclosed office environment.					x
WORKING OUTDOORS: Special events.	x				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.	x				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____