

DUTY STATEMENT*Box reserved for Personnel Section*

	3001#	Analyst Approval	Date
Employee Name	Division		
Position No / Agency-Unit-Class-Serial 475-550-8336-003	Branch Mental Health Services Oversight and Accountability Commission (MHSOAC)		
Class Title Health Program Specialist II (HPS II)	Unit Program Operations-Prevention and Early Intervention (PEI)		
Location Sacramento	Supervisor's Approval (Signature)		Date

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Health Program Manager, the HPS has primary responsibility for supporting the operations of the Mental Health Services Oversight and Accountability Commission's Prevention and Early Intervention Program, contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and technical assistance standards; Key responsibilities include: (a) review, and analysis of county Mental Health Services Act (MHSA) component plans and reports, with a special emphasis on County Prevention and Early Intervention submittals, annual reports and periodic evaluation reports; 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; (b) population and maintenance of MHSOAC database of MHSA programs, providers, and services, with a special emphasis on Prevention and Early Intervention descriptions and data; and (c) preparation of technical assistance materials for and 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.

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%**Review and Analysis of Counties' MHSA Component Plans and Reports.**

The HPS is knowledgeable about the MHSA, including referenced Adult and Children's Systems of Care, as well as relevant guidelines and regulations. The HPS reviews and analyzes Counties' MHSA programs, data, and documentation, including Three-Year Plans and Annual Updates, Prevention and Early Intervention Annual Reports, and Prevention and Early Intervention periodic Evaluation Reports to assess trends, identify potential policy issues, recommend potential areas for training and technical assistance, inform evaluation priorities, support quality improvement at all levels, and communicate to diverse constituents and decision-makers. The 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 HPS analyzes and communicates information in verbal and written form about Counties' plans and programs to support statewide priorities for training and technical assistance. Reviews, analyzes or co-writes briefing papers on County Prevention and Early Intervention plans and progress reports.

25%**Data Maintenance, Policy Papers, Presentation, and Recommendations**

Prepares and maintains in the Commission's data warehouse MHSA program data submitted by counties to the Commission, with an emphasis on Prevention and Early Intervention project data. Based on qualitative and quantitative research, and informed by a broad range of constituents as well as evaluation data, 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
20%	Technical assistance, including on-site inspections and collateral visits to County Mental Health Programs funded through MHSA. Provides on-site and remote technical assistance, oversight, review, accountability and evaluation of projects and programs supported with MHSA funds. Prepares technical assistance materials as needed. Provides consultation to County mental health plans that have questions or are experiencing problems in MHSA program plan development to accomplish the purposes of the MHSA. Occasional over-night travel may be required.
10%	Public Meeting Support The HPS facilitates committee/subcommittee meetings as directed, working with diverse groups of stakeholders with varying viewpoints and goals. Activities may include arranging all logistics for meetings, preparing agendas, background materials and meeting minutes and summaries, and securing and preparing presenters. The HPS as directed, works closely with the commissioners, committee/subcommittee members, internal and external subject matter experts and others to ensure appropriate input to meeting materials and subsequent work products, including quality improvement strategies, trend analysis, policy recommendations, etc.
10%	Miscellaneous: Other duties as assigned. The HPS as directed, represents 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.
I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	
Employee Signature:	
Date:	
I certify that the above accurately represent the duties of the position:	
Supervisor Signature:	
Date:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
Transaction #:	
Date Approved:	