

## DUTY STATEMENT

### Mental Health Services Oversight & Accountability Commission

PART A	
RESEARCH AND EVALUATION	
<b>Position No: 475-550-5590-XXX</b>	<b>Date 5/11/2020</b>
<b>Class: Research Scientist II (Soc/Behavioral)</b>	<b>Name:</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: R10</b>
<p><b>Description of the position’s organizational setting and major function:</b>            Under the general direction and supervision of the Research Supervisor, the Research Scientist (RS) II serves as a highly skilled social and behavioral scientist and key member of the Research and Evaluation Division at the Mental Health Services Oversight and Accountability Commission (MHSOAC). The RS II uses scientific research and analytic skills to study and evaluate mental health policy, programs, and practice, with particular emphasis on using data-driven methods to identify opportunities for innovation in the community-based mental health system.</p> <p>The RS II will independently and as a team member conduct scientific research studies and evaluation activities for management, the Commission, and committees. The RS II will work with Research Data Specialists and other Research Scientists within the Division to use creative and critical judgment to use information from large databases to develop summary statistics at the statewide and county levels, and for policy research projects. Duties require high-level contact with Commissioners, Legislators, Legislative staff, State agencies, local mental health representatives, advocacy groups, mental health clients and family members, and various stakeholder organizations.</p> <p>The RS II may be required to be involved in all or some of the following activities: 1) Using scientific procedures to analyze and evaluate existing data related to mental health outcomes; 2) Development of tracking and monitoring systems of mental health data and information; 3) Management of research and evaluation contracts; 4) Acting as a technical scientific subject matter expert within the Commission as well as externally to other state and local organizations; and 5) Delivering scientific technical assistance to support internal and external evaluation efforts. Limited in-state travel required (10%), including occasional overnight stays. Clearance by a DOJ background check may be requested.</p>	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
30%	Design and perform data analysis for complex research projects to evaluate the community-based mental health system and the Mental Health Services Act (MHSA). Prepare written reports based on research findings. Interpret findings and develop state and local recommendations to improve policy, practice, and outcomes in consultation with subject matter experts and other stakeholders. Develop strategies for communicating findings to disseminate information to decision-makers, the public, and other stakeholders. Provide expertise on methods for improving research and evaluation of the community-based mental health system and the MHSA. Provide assistance, expert consultation, and guidance on difficult technical problems to internal and external evaluators. Review research and evaluation findings to consider interpretation of results for future research ideas and policy implications.

25%	Act as a research and evaluation subject matter expert to the Commission and staff to advance program development, policies, and regulations to meet statewide mental health policy goals. Present research and evaluation findings to staff, management, commissioners, the public, and other stakeholders to inform policy and practice. Develop knowledge and understanding of data systems, current research, and studies on MHSA and the broader community-based mental health system. Propose, develop, and manage external evaluation contracts, including development, review, and monitoring of deliverables.
25%	Assist in the development, management, interpretation, and presentation of data from databases with information on programs, service providers, clients, services, and outcomes, for statewide and county-level planning and reports, and policy and other short- and long-term ad-hoc projects. Assist in the creation and maintenance of databases for data provided to the state/MHSOAC by counties (e.g., data from Annual Revenue and Expenditure Reports, Three Year Plans, Annual Updates). Validate, format, and organize structured and unstructured data to track, monitor, and assess the potential impact of MHSA funded activities and programs and use this review to recommend action items, including policy recommendations. Independently and in conjunction with a team, design and develop methodology to quantify diverse data resources in a comprehensive manner to display for public viewing.
15%	Attend and participate in meetings of the Commission as directed, including internal and external meetings with subject matter experts, community members, and Commissioners. Convene and facilitate meetings as directed to support information gathering for research and evaluation purposes. Present findings and recommendations to internal and external stakeholders to promote innovative practices and solicit feedback and input. As directed by the MHSOAC leadership, represent the MHSOAC at meetings with governmental partners and community partners on MHSA implementation, evaluation, and oversight. Work with stakeholder organizations to ensure client and family involvement in all MHSOAC activities.

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

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