

Duty Statement

Classification: Associate Governmental Program Analyst	
Working Title: Administrative Analyst	
Program: Behavioral Health	
Division: Medi-Cal Behavioral Health- Policy Division	Branch: Administration, Legislation, and Regulations Branch
Section: Policy Division Administration Section	Unit: Policy Division Administration Unit
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-477-5393-99X
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable

This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

Job Summary:

Under the general direction of the Unit Chief in the Administration, Legislation and Regulations Branch Policy Division Administration Section, Policy Division Administration Unit (PDAU), the Associate Governmental Program Analyst (AGPA) assists with the implementation of the administrative functions, including fiscal oversight and contract management, of the County Mental Health Plans (MHP), Drug Medi-Cal (DMC), Drug Medi-Cal Organized Delivery Systems (DMC-ODS) (collectively referred to as "County BH Plans"), as well as the other programs operationalized by MCBH-PD, such as the Behavioral Health Transformation initiative, 988, the CARE Act, and others. The AGPA will work to ensure continuity in contract requirements across programs for MHPs, DMC, and DMC-ODS plans and Medi-Cal Managed Care Plans (MCP).

The AGPA will serve as a consultant to the Unit Chief and will provide medium-level analysis of program initiatives, serve as a subject matter expert, program advisor, project manager, perform program coordination efforts and technical assistance and training. The AGPA is responsible for providing medium-level behavioral health subject matter expertise and technical assistance to County BH plans, as needed.

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% Of Time	Essential Functions
45%	<p>Supports the administrative functions of PDAU, with support and assistance from the Unit Chief and Health Program Specialist I. Responsible for supporting the contract and fiscal management functions of DHCS' County BH Plans, as well as for other programs operationalized by MCBH-PD, such as the Behavioral Health Transformation Initiative, 988, the CARE Act, and others. Supports the development and implementation of a three-year program and expenditure plan process for county BH plans and work closely with LGFD (Local Governmental Financial Division) and Medi-Cal Behavioral Health- Oversight and Monitoring Division (MCBH-OMD) to validate fiscal information and create and/or update existing fiscal data reporting templates. Supports policy and program development, guidance, and implementation assistance to County BH Plans. Develops, reviews, and issues policy guidance to County BH Plans to improve overall fiscal reporting. Works closely with Community Services Division (CSD) to develop policies and procedures to implement fiscal reporting with County BH Plans.</p>
40%	<p>Supports the development of operational policy; formulates procedures, policies, and program alternatives; makes recommendations on a broad spectrum of administrative-related issues, including advising on their impact to DHCS and County BH Plans. Assists with the development and completion of information notices, issue papers, and decision memos under the direction of the PDAU Unit Chief. Actively participates in internal and external discussions. Collaborates and works closely with other Units, Sections, and Branches in Behavioral Health, Health Care Financing, Health Care Delivery Systems, and others. Directs the development of budget change concepts and budget change proposals. Represents the Unit, Section, Branch, Division, and DHCS at internal and external meetings, task forces, committees, and advisory groups, including meetings with the Centers for Medicare and Medicaid Services, other state departments, the County Behavioral Health Directors Association of California, provider associations, consumer advocates, and others regarding behavioral health policies and requirements.</p>
10%	<p>Supports the development of budget change concepts and budget change proposals. Represents the section, branch, division, and DHCS at internal and external meetings, task forces, committees, and advisory groups, including meetings with the Centers for Medicare and Medicaid Services, other state departments, the County Behavioral Health Directors Association of California, provider associations, consumer advocates, and others regarding behavioral health policies and requirements.</p>

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	<p>Check 'Yes' if this position is eligible for a telework schedule.</p> <p>If 'Yes' is checked, in the next fields enter the maximum number of telework days allowable for this position. Then select if the maximum number of telework days will be 'per week' or 'per month'.</p> <p>Check 'No' if this position is not eligible for a telework schedule.</p>
COI Classification:	<p>Check 'Yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>Check 'No' if this position is not designated under the Conflict of Interest Code.</p>
Bilingual Fluency:	<p>Check 'Yes' if this position is bilingual certified.</p> <p>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.</p> <p>Check 'No' if this position is not bilingual certified.</p>
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p>Essential Functions: Assess whether the performance of a functions is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p>Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>
Supervision Received:	<p>Select the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.</p> <p>Under Close Supervision: Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.</p> <p>Under Supervision: The position is subject to continuous and direct control.</p> <p>Under General Supervision: The position is subject to a minimum of continuous and direct control.</p> <p>Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey-person or fully qualified worker.</p> <p>Under General Direction: Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.</p> <p>Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OFP).</p>