

**Duty Statement**

Classification: Associate Governmental Program Analyst			
Working Title: Fiscal Analyst			
Program: Behavioral Health Services Act			
Division: Community Services Division		Branch: Behavioral Health Services Act Branch	
Section: BHSA Monitoring and Oversight Section		Unit: Fiscal Oversight Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01      Position Number: 806-456-5393-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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.</p>			
<p><b>Job Summary:</b></p> <p>Under the direction of the Staff Services Manager I, Chief of the Financing Unit, the Associate Governmental Program Analyst (AGPA) serves as a subject matter expert and is responsible for analysis and development of fiscal policies for the Behavioral Health Services Act (BHSA). The BHSA provides funds to local governments for the provision of behavioral health services to assist with the treatment and prevention of mental illness. The AGPA will analyze and develop fiscal processes and procedures supporting the operation of projects that are focused on behavioral health. The AGPA will also be responsible monitoring corrective action plans and follow up with relevant resources to provide necessary technical assistance and training to resolve issues. The AGPA may be required to work with and be exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The AGPA will conduct business in a professional and service-oriented manner, demonstrate integrity and honesty in representing the Department, establish and build rapport through openness and trust, and will promote teamwork and cross-functional collaboration and communication in support of Department of Health Care Services (DHCS) strategic goals. Statewide travel, possibly overnight, may be required up to 10% of the time.</p>			
<p><i>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.</i></p>			

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
35%	Independently research, analyze, draft, and edit a variety of program and policy documents used to administer and develop a broad range of behavioral health program and project issues funded through state, federal and local sources for consistency with federal and state statutory and regulatory requirements. These documents may include regulations, guidelines, policies and procedures, proposed legislation, bill analyses, budget change proposals, and other administrative materials (e.g., audit findings, budgets, and contracts). Review fiscal reports submitted by counties for consistency with federal and state program requirements and provide technical assistance to counties regarding errors or completing documents. Draft and prepare reports to the Legislature and executive level staff regarding expenditure of BHSA funds. Consistent with statutory requirements, develop and update methodologies for allocating behavioral health funding to counties and for determining funds subject to reversion. Monitor the use of behavioral health funds by counties through a review of annual fiscal reports. Monitor county progress towards completion of corrective action plans resulting from program reviews, and follow up with relevant resources and/or provide necessary technical assistance and training to resolve compliance deficiencies.
30%	Collaborate closely with staff in DHCS and other stakeholders to initiate and respond to unique planning, policy, program, and long-term strategy issues relevant to behavioral health projects and programs. This includes collaborating on draft policies and applications, making recommendations to management, and implementing management decisions. Research and draft responses to special requests for information related to behavioral health programs governed by a broad range of state and federal authorities. Provide analytical summary, and consultation to state, federal, and local agency governmental partners and other stakeholders regarding the implementation and maintenance of behavioral health services and programs.
20%	Meet and consult with other DHCS staff regarding program and policy issues. Participate in internal planning, information sharing, and policy development activities related to the development, implementation and evaluation of a variety of behavioral health projects and programs supported with state, federal, or other funds.
10%	Draft and prepare materials for oral and written presentations, including program and fiscal data materials. Make oral presentations. Develop and draft updates and request modifications to maintain the program web pages and other public documents. Draft program and fiscal data for inclusion in a written report, presentation, newsletter, etc. Prepare for and participate in staff meetings, keep supervisors apprised of the status of projects and problems, assist other staff with critical projects as needed. Statewide travel, possibly overnight, may be required up to 10% of the time. Assist on special projects as needed.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Performs other duties as required.

**Supervision Received:** Under Direction by the (enter supervisor classification):  
Staff Services Manager I.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**  
 -High Degree of independence and utilize sound decision-making skills while working under pressure of deadlines.  
 -High Degree of initiative, tact, originality, good judgment.  
 -Ability to communicate effectively, demonstrate excellent customer service skills, and organizational skills with attention to detail.  
 -Knowledgeable in Microsoft Excel.

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
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**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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