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| 1. **Position Information**
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| Civil Service Classification  | Working Title  |
| Staff Services Manager II | Senior Behavioral Health Policy Manager |
| Employee Name  | Position Number |
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| Project/Division Name | Supervisor’s Name |
| California Health and Human Services Agency   | Stephanie Welch  |
| Unit | Supervisor’s Classification |
| Office of Policy and Strategic Planning | Deputy Secretary of Behavioral Health   |
| Physical Work Location | Duties Based on: |
| 1215 O Street, Sacramento, CA 95814  | [x]  Full Time [ ]  Part Time - Fraction Click here to enter text. |
| Effective Date |  |
| Click here to enter text. |  |
| 1. Requirements of Position
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| Check all that apply:[ ]  Conflict of Interest Filing (Form 700) Required [ ]  Requires Fingerprinting & Background Check[ ]  May be Required to Work in Multiple Locations [ ]  Other *(specify below in Description)* |
| Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)*:  |
| Click here to enter text. |
| 1. Duties and Responsibilities of Position
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| Under general direction of the Deputy Secretary of Behavioral Health within the Office of Policy and Strategic Planning (OPSP) at the California Health and Human Services Agency (CalHHS), the Staff Services Manager II (SSM II) will be responsible for providing analytical and policy expertise on behalf of CalHHS to support special projects and highly complex behavioral health initiatives in building out a robust continuum of behavioral health care in California. The Office of Behavioral Health (Office), housed within OPSP, is responsible for supporting the Secretary of CalHHS fulfill duties assigned by Administrative leadership to collectively implement the Mental Health for All agenda. With the overarching goal of implementing behavioral health initiatives and special projects across CalHHS and its 12 departments and 5 offices, the SSM II will perform policy-driven tasks and is expected to consistently demonstrate a high degree of initiative; have excellent oral and written communications skills, good judgment and effectiveness in working with or through others; and perform assigned tasks with independence and follow-through. Responsibilities may include engaging with the senior leadership from CalHHS, the departments, offices, other state and local agencies, and stakeholders the Office works with and, as a result, must demonstrate extreme tact and professionalism to accomplish regular tasks. The SSM II will act as a subject matter expert and and can represent CalHHS Deputy Secretaries in behavioral health related matters in the development and implementation of the proposals tasked to the Office. Additionally, the SSM II will support the work of the meeting bodies within the Office, including but not limited to the Behavioral Health Task Force, the Community Assistance, Recovery and Empowerment (CARE) Act Working Group, and the Behavioral Health Transformation Workgroup. All tasks are necessary to support implementation of health and human services initiatives focused on improving behavioral health care in California. In order to meet deadlines within overlapping timeframes, incumbent must be flexible to changing priorities. In addition, this position may involve occasional travel. |
| Percentage of Duties | Essential Functions |
| 40%20%20%15% 5% | Provide highly proficient and sophisticated level of assistance and technical expertise to the Deputy Secretary of Behavioral Health within the Office in coordination, recommendation and implementation of policy and program monitoring in order to reach mission-critical goals to improve behavioral health care for all Californians. Offer expertise on a number of special projects and large-scale behavioral health initiatives, such as the Behavioral Health Services Act (BHSA), the CARE Act, AB 988, BH-CONNECT, and other behavioral health initiatives. Develop, review, implement and improve workplans to ensure implementation of behavioral health initiatives across CalHHS and its 12 departments and 5 offices. Make recommendations on a broad spectrum of administrative and program-related problems and advise CalHHS leadership on its impact or potential impact.   Develop relationships and coordinate with internal and external stakeholders on behalf of CalHHS to ensure ongoing identification of opportunities and challenges in implementation of key initiatives and special projects to advance the vision of CalHHS in building a robust continuum of behavioral health care in California. Lead collaboration and coordination efforts with the Commission on Behavioral Health (formerly known as the Mental Health Services Oversight and Accountability Commission). Organize and facilitate complex external and internal stakeholder workgroups and trainings to support cross-departmental implementation planning.  Provide management and support of working groups, coordinate internal and external stakeholders in implementation of behavioral health initiatives such as the CARE Act, BH-CONNECT, and their overall intersection in Behavioral Health Transformation. Conducts research on policies, regulations, and other policy documents governing behavioral health programs. This research is presented to relevant executive staff; accuracy and timeliness of research delivery is crucial in accomplishing the goals of CalHHS. Also assists executive staff with coordinating strategic plans and long-term goals through research and analysis of existing laws, policies and best practices related to behavioral health, which may include making recommendations or providing alternatives to OPSP staff.   Develops, manages, and implements special projects directed by executive staff. Special projects may include researching and providing recommendations regarding legislation as well as program and/or court decisions. The SSM II must develop a method to track information, provide updates on information, and present information while working under tight timeframes.   Performs other related duties, special assignments, and projects as required in order to fulfill the mission, goals, and objectives of the CalHHS OPSP.  |
| 1. **Work Environment** (Choose all that apply from the drop-down menus)
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| Standing: Infrequent (7-12%) | Sitting: Frequent (51-75%) |
| Walking: Occasional (13-25%) | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Not Applicable |
| Lifting: 1-25% of the time | Bending/Stooping: Not Applicable |
| Other: Click here to enter text. |
| Type of Environment: a. N/A b. N/A  |
| Interaction with Public: a. N/A b. N/A c. N/A.  |
| 1. **Supervision**
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| Click here to enter text. |
| 1. **SIGNATURES**
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| **Employee’s Statement:** I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation. |
| Employee’s Name (Print)  |
| Employee’s Signature Date |
| **Supervisor’s Statement:**I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee. |
| Supervisor’s Name (Print)  |
| Supervisor’s Signature Date |
| 1. **HRD USE ONLY**
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| **Human Resources Division Approval** |
| [ ]  Duties meet class specification and allocation guidelines.[ ]  Exceptional allocation, 625 on file. | HR Analyst initials |

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| Date approved |

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| **Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: |
| Click here to enter text. |

**\*\* AFTER SIGNATURES ARE OBTAINED:**

* **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE’s OFFICIAL PERSONNEL FILE (OPF)**
* **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR’S DROP FILE**