

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Behavioral Health and Policy Branch	
Position Number 441-223-4800-XXX (S01)	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I	Working Title Behavioral Health Policy Unit Manager	

General Description

The Staff Services Manager (SSM) I is a Unit Manager within the Behavioral Health Workforce Policy Section and plays a critical leadership role in advancing California's behavioral health workforce. The SSM I is responsible for supervising and providing clear direction and guidance to staff to ensure behavioral health-related policy and program development, program implementation, evaluation, and legislative initiatives are executed timely, consistent, and appropriate. The SSM I will coordinate the formulation of policies and procedures specifically designed to support and expand the behavioral health workforce, establish program goals and objectives that align with statewide behavioral health priorities, monitor and evaluate workforce development activities, and manage the unit's workload to ensure progress toward strategic goals. This position collaborates closely with the Research and Evaluation Section and Grants Management Section to align the Office of Health Workforce Development (OHWD) programs and strategies with efforts to recruit, train, and retain a qualified and diverse behavioral health workforce across California. The SSM I may also represent OHWD in interagency initiatives, special task forces, and stakeholder meetings with other government departments and professional organizations focused on behavioral health systems and workforce solutions.

Supervision Received

Reports directly to the Staff Services Manager II, Behavioral Health and Policy Section Chief

Physical Demands

Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions

Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required.

Job Duties

E = Essential, M = Marginal

30% E

Staff Oversight and Development: Provides supervision to specialist and analyst staff. Monitors staff's adherence to state, federal, department, OHWD,

and program policies. Monitors employee performance and provides staff with ongoing performance feedback. Reviews staff's workload and monitors and approves attendance and all absence requests. Facilitates work-related training based on the individual's annual review. Prepare and review probationary reports for new employees and annual performance appraisals for existing employees. Prepares and/or reviews hiring and recruitment packages.

20%	E	<p>Program Planning, Development, and Implementation: Manage new behavioral health-focused program development and implementation within the Office of Health Workforce Development (OHWD), including establishing objectives that support the expansion and sustainability of California's behavioral health workforce. Develop and implement comprehensive program evaluation plans, standards and guidelines, procedures, and program documentation to ensure effective delivery and oversight of behavioral health workforce initiatives. Liaise with the Grants Management Section to build and implement the necessary program infrastructure for behavioral health initiatives, including grant guides, financial assistance applications, application scoring criteria, and program reporting requirements. Coordinate with the Research and Evaluation Section to support behavioral health workforce programs through data collection, outcomes reporting, fact sheets, surveys, and the development of robust program assessment and evaluation criteria that reflect behavioral health priorities.</p>
20%	E	<p>Coordination, Collaboration, and Representation: Lead the planning, coordination, and implementation of public meetings for OHWD advisory bodies, councils, and committees, with a focus on integrating behavioral health workforce needs and priorities. Ensure that HCAI is effectively represented in a variety of collaborative workforce stakeholder committees, ad hoc groups, work teams, and/or task forces, including those addressing behavioral health workforce development. Develop and deliver formal presentations on workforce studies and products—emphasizing behavioral health data and implications—during specialized meetings, at conferences, and through focus group sessions as needed. Provide subject matter expertise and technical assistance to stakeholders (e.g., government agencies, employers, advisory and advocacy groups), particularly in areas related to behavioral health workforce policy, planning, and program implementation.</p>
15%	E	<p>Legislative Analysis: Oversee analysis of existing statutes, regulations, policies, standards, and procedures to assess legislative impact on OHWD programs with a focus on behavioral health. Consult with appropriate program, technical, research, and fiscal staff to prepare legislative analysis. Advise internal staff about the impact and results of proposed and new legislation affecting behavioral health and other OHWD programs. Recommend and</p>

prepare legislative proposals and serve as OHWD's liaison to the Office of Legislative Affairs.

10% E **Policy Studies and Issue Papers:** Oversee the analysis of behavioral health and healthcare workforce and program trends, and coordination and development of studies or issue papers to inform HCAI advisory bodies and executive management's decisions, governmental agencies, and/or the public. Liaise with OHWD's Research and Evaluation Section to ensure all analyses are supported by data. Liaise with the Legal Office to solicit legal opinions. Issue papers may include, but are not limited to, information to clarify the behavioral health and healthcare workforce industry, recommendations for program changes, or the development of new programs, with a focus on behavioral health.

5% M Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date