

## DUTY STATEMENT

### Behavioral Health Services Oversight & Accountability Commission

PART A	
Behavioral Health Student Services Act Unit Research, Evaluation and Programs Division	
<b>Position No: 475-571-8336-XXX</b>	<b>Date:</b>
<b>Class: Health Program Specialist II Limited Term</b>	<b>Name:</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: R01 Workweek Group: E</b>
<p><b>Description of the position's organizational setting and major function:</b>  Under the general direction of the Research Scientist Supervisor, I and/or Staff Services Manager II/III, the Health Program Specialist II (HPS) Limited Term (LT) will serve as a working lead over grant monitoring, contract oversight, process improvement, and analysis and reporting on grant programs.</p> <p>The HPS II LT will be responsible for the following duties: (1) Lead and train staff in grant monitoring activities to ensure grant programs are meeting goals and contractual requirements. (2) Provide oversight and review of contracts to ensure clear language and deliverable requirements. (3) Development grant program policies and procedures, and lead implementation of grant monitoring software. (4) Oversee the collection, analysis, and reporting of grant program data to assess implementation, spending, and progress toward goals.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
<b>25%</b>	<p><b>Monitor Grants for Compliance</b>  The HPS II LT will lead the HPS I staff to ensure that contract monitoring activities are carried out effectively through in-person, telephone, and email contact with grantees and analysis of grantee reports. Provide training to HPS I staff on methods of contract monitoring. Provide guidance to county staff on the completion of required reports and program improvement strategies. Coordinate all program-wide communications to be distributed to grantees regarding program requirements, funding, and upcoming meetings. Act as liaison to grantees and receive reports as outlined in contract agreements.</p>
<b>25%</b>	<p><b>Provide Contract Oversight</b>  Draft, review, and negotiate contracts and grant agreements to ensure clarity, enforceability, and alignment with Commission objectives. Monitor compliance with contractual terms and conditions, addressing non-compliance through legal and procedural recommendations. Assist in the development of standardized contract templates, clauses, and procedures to streamline processes and ensure consistency.</p>
<b>25%</b>	<p><b>Conduct Process Improvement</b>  Lead the development of policies and procedures to support the Commission's objectives and ensure consistency across grant programs. Develop and maintain grant program policies and procedures that include monitoring guidelines and manuals to be utilized by staff for grant program reviews. Develop and oversee all internal budget tracking systems to ensure fiscal accountability and</p>

20%	<p>work with the Commission budget office to ensure coordination. Lead the implementation and maintenance of grant monitoring software.</p> <p><b>Conduct Analysis of Grant Implementation Progress and Produce Reports:</b> Collaborate with Research Staff to create reports that summarize grant program implementation, spending, progress toward grant program goals, barriers and challenges, and successes. Prepare and present information and materials to the Commission on the progress of the grants programs and assist in the creation of legislative reports.</p>
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NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
OTHER	
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 BEHAVIORAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<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; complete forms; calculate pay, time and attendance; research laws, rules and/or processes.					X
<b>COMPREHENSION:</b> Understand employee needs as it relates to Behavioral Health Programs; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					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 \_\_\_\_\_