

DUTY STATEMENT

Behavioral Health Services Oversight and Accountability Commission

PART A	
Executive Staff	
Position No: 475-550-7500-002 CEA C	Date: 10/01/2025
Class: Chief Deputy Director	Name:
Subject to Conflict of Interest: Yes	CBID: M01 WWG: E
Description of the position's organizational setting and major function: Under the administrative direction of the Executive Director (ED), the Chief Deputy Director (CDD) directs the daily operations and performance of the Behavioral Health Services Oversight and Accountability Commission, also known and hereafter referred to as the Commission for Behavioral Health (CBH). Specifically, the CDD directs and provides policy, program, and technical direction for the following CBH program areas and administrative operations: Research, Evaluation and Programs; Legislative and External Affairs; and Administration and Performance Management. The CDD is responsible for ensuring successful implementation of all CBH mandates related to Proposition 1/the Behavioral Health Services Act (BHSA), to address the needs of individuals living with mental health and/or substance use (i.e., behavioral health) conditions, centering equity, community voice, and transparency. This includes, but is not limited to, overseeing CBH activities related to the Mental Health Wellness Act, the Behavioral Health Student Services Act, Innovation Partnership Fund, Stakeholder Advocacy grants, and Full Services Partnership evaluation. The administrative activities involve, but are not limited to, budget preparation, expenditure management, financial consultation, personnel services and transactions, fiscal resource planning and allocation, management analysis, organization review, business services, facilities management, legislation and grants/contract management. The CDD also serves as the non-affiliated Agency Information Officer (AIO), with oversight and operational responsibility for all Information Technology (IT) operations. The CDD is the principal policy advisor to the 27 CBH Commissioners and the ED and acts as the ED in their absence. The CDD provides direction to CBH's administrative staff, including executive (CEA B), professional, and technical staff. The CDD ensures accountability to taxpayers and to the public in implementation of the BHSA. The responsibilities of this position are significant in that they involve the policies directly related to the oversight and accountability of the approximately annual \$2 billion in BHSA funds distributed to the counties. This position may require occasional travel and work during evenings and/or weekends.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	<u>Operational Direction</u> - Serves as principal policy advisory to CBH Commissioners and the CBH ED, assuming the responsibilities of the ED in their absence. - Acts with full authority to commit CBH resources in the absence of the ED in accordance with a signed delegation agreement. - Responsible for the day-to-day operations of CBH Research, Evaluation and Programs; Legislative and External Affairs; and Administration and Performance Management Divisions. - Establishes and implements internal policies that provide for the governance of all CBH operations and programs. - Manages and motivates CBH employees in accordance with CBH objectives, and within state personnel policies and regulations. - Provides overall leadership and management of the CBH office to ensure the coordination and integration of all aspects of administrative and operational

functions including personnel, fiscal, contracts, IT, and customer services, including, but not limited to, overseeing the following:

- Development and management of CBH's annual operating budget, including budget preparation (establishing priorities for budget planning and resource allocation), expenditure monitoring, fiscal resource planning and allocation and financial consultation. Key activities include:
 - Developing and implementing budgetary policies and procedures to ensure statewide uniformity and consistency.
 - Coordinating and directing the development of Budget Change Proposals (BCPs) and budget reduction packages for the Commission; ensuring all BCPs are tracked through the entire fiscal process and implemented upon approval.
 - Reviewing, tracking, and implementing Department of Finance letters, and ensuring timely submission of deficiency letters.
 - Representing the Commission when communicating with Legislative staff, the Department of Finance, the Department of General Services, and other external agencies on major fiscal policy and budget related issues; and may testify at Legislative budget committee hearings.
 - Serve as lead staff on the Commission's Fiscal and Budget Advisory Committee, representing the Commission at committee meetings and presenting the budget and contracts for recommendation and approval.
- Personnel services and transactions, labor relations, management analysis, and performs organization reviews. Key activities include:
 - Developing policies for and overseeing the CBH's operations and office support divisions, including identifying the training and tools necessary for the CBH to accomplish its transactional functions.
 - Identifying and overseeing situations that require the appropriate documentation for special personnel requests including, but not limited to, Hiring-Above-Minimums, Temporary Authorization Appointments, Reclassification Justifications, Relocation Reimbursement requests, and Training and Development Assignments.
 - Directing staff to conduct job analyses and develop departmental examinations in response to CBH staffing needs.
- Business services, contracts, and facilities management. Key activities include:
 - Developing policies for and overseeing CBH's competitive bidding processes and transparent use of CBH's independent contracting authority.
 - Reviewing and approving contract materials and identifying changes that are necessary to new or existing contracts in response to organizational, budgetary, and/or legislative changes to the CBH.
- As Agency Information Officer (AIO), oversees the management of IT assets, projects, data systems, infrastructure, services and telecommunications through the oversight and management of the CIO.
 - Ensuring accountability to the State CIO with respect to technology direction including, but not limited to, IT policy, planning and management.
 - Developing an Agency Enterprise Architecture to rationalize, standardize and consolidate IT infrastructure, data, and procedures for all state entities within their Agency.
 - Developing and ensuring conformity with CBH's Enterprise Architecture to rationalize, standardize and consolidate IT infrastructure, data, and procedures.

	○ Developing policies for and overseeing CBH's IT division, including overseeing the work of the IT staff and identifying necessary technological changes that will aid staff and increase efficiency. ○ Managing CBH's technology initiatives, including Web application development, application and database management, security administration, monitoring, and upgrading, telecommunications planning and acquisition, and Help Desk and customer service.
30%	<u>Programmatic Direction</u> ● Provides direct guidance and direction to CBH's Deputy Directors in order to coordinate CBH functions to accomplish its mission and tasks with regards to: ○ Legislation and Public Relations: Monitors and reports the potential policy implications of proposed legislation on the BHSA and the CBH, coordination of CBH Commission and Committee meetings and public affairs. ○ Grant and Contracted Programs (Mental Health Wellness Act grants, the Behavioral Health Student Services Act grants, Innovation Partnership Fund grants, and Stakeholder Advocacy contracts). ○ Research and Evaluation (Full Service Partnership evaluation, grant outcomes evaluations, dashboard development). ● Assumes primary responsibility for the oversight and preparation of all required and mandated high-level reports including strategic plans, legislative reports, evaluation reports, fiscal and expenditure reports, including information required by the Department of Finance, and internal and external data dashboards.
20%	<u>Policy, Political, and Strategic Direction</u> ● Provides policy, political, strategic, and operational guidance, and support to the ED and, as appropriate, Commissioners. ● Represents the ED before the Commission, on Commission Committees, to community organizations, to the Legislature, to the Governor's Office, and to other state and federal agencies. ● Communicates with and gains the confidence of policy-level State and Federal officials, local governments, special interest groups, and the general public. The CDD recognizes and understands the California state political environment and consequences. ● Works with the Administration, including the Department of Finance, relevant State Departments and the Legislature, evaluating internal and external resources and initiatives to ensure the organization is aligned with the broader behavioral health system to accomplish its objectives. ● Represents CBH in ongoing negotiations and policy development with the Department of Finance, the California Department of Human Resources, the Governor's office, Legislative staff, the State Controller's Office, the Department of General Services, the California Department of Technology, various county organizations, such as the California Behavioral Health Directors Association, other State departments and stakeholders. ● Facilitates highly sensitive communication to solve problems and make decisions among cross-functional staff including State Departments, CBH research scientists, attorneys, as well as the information technology subject matter experts. ● Analyzes the most complex and sensitive issues and takes appropriate action to resolve them. ● Identifies major policy and program initiatives that affect funding and provides recommendations to the Commission. ● Evaluates and executes strategies for new opportunities that are aligned with CBH's mission.

	• Ensures that State Administrative laws and policies are adopted for departmental use. • Consults with Chief Counsel on highly sensitive and complex financial and legal issues.
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NON-ESSENTIAL FUNCTIONS	
5%	Other activities as directed.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.		X			
SITTING: Workstation; meetings; training.					X
STANDING: Copy documents; review records.		X			
BALANCING:	X				
CONCENTRATING: Review documentation for accuracy.					X
COMPREHENSION: Understand research data as it applies to the position.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:		X			
LIFTING 10-25 LBS:	X				
LIFTING 25-50 LBS:	X				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					X
CARRYING: Transport documents.		X			
CLIMBING: Stairs.			X		
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING: Special events.			X		
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: 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 _____