

**DUTY STATEMENT**  
**Behavioral Health Services Oversight & Accountability Commission**

**PART A**

**Program Operations, Research, and Evaluation**

<b>Position No: 475-550-7500-001</b>	<b>Date: 01/06/2026</b>
<b>Class: CEA (B) Deputy Director Research, Eval &amp; PO</b>	<b>Name:</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: M01</b>

**Description of the position's organizational setting and major function:**

Under the general direction of the Chief Deputy of Administration and Performance Management, CEA C, the Deputy Director of Program Operations, Research, and Evaluation provide executive-level leadership for a team of multi-disciplinary professionals who collectively work to implement the mission of the Commission for Behavioral Health (CBH) in accordance with Behavioral Health Services Act (BHSA) requirements. This involves overseeing and fostering collaboration across teams that are responsible for operating contract and grant programs that address the needs of individuals living with mental health and/or substance use (i.e., behavioral health) conditions and researching/evaluating the effectiveness of these grant programs, as well as various components related to behavioral health, as mandated in statute or directed by CBH Commissioners. The Deputy Director is also responsible for leading these teams to compile available information from CBH research/evaluation findings and recommendations, and from other reputable sources. This information is used to inform the Commission's activities, decisions, and policy development. This work requires the Deputy Director to make intentional efforts to engage participation from diverse communities that represent individuals who have lived experience with mental health and/or substance use disorders, their family members, caregivers, and others, incorporating their input/perspectives on all aspects of the Commission's work related to grants and research/evaluation. The Deputy Director's responsibilities directly and indirectly impact the State of California's community mental health and substance use disorder policies and programs and the millions of Californians who depend on the system for their health and wellbeing. The Deputy Director advises the Executive Director, Commission, and the Administration on highly sensitive, politically salient, and complex issues related to BHSA policies and programs.

Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
<b>35%</b>	<p><b>Program &amp; Contract/Grant Development</b></p> <p>Leads the design, implementation, and ongoing refinement of high-impact behavioral health programs that reflect the Commission's strategic plan and legislative mandates. Oversees programs such as the Behavioral Health Student Services Act, allcove youth centers, Early Psychosis Plus, Mental Health Wellness Act, and Innovation Partnership Fund. Ensuring programs are community-informed, equity-centered, and grounded in best practices. Aligns program design with system priorities and promotes innovation across local and state behavioral health systems. Provides strategic oversight for technical assistance to grantees ensuring program fidelity and sustainability.</p>
<b>30%</b>	<p><b>Research and Evaluation.</b></p> <p>Directs the Commission's research and evaluation agenda to assess the impact of funded programs, inform policy decisions, and support continuous improvement. Develops and oversees evaluation frameworks and methodologies that center equity, community voice, and transparency. Supervises the development of public dashboards, legislative reports, and internal performance tools. Coordinates the collection, analysis, and use of data across multiple funding streams to drive system-wide accountability and innovation. Ensures that findings are accessible to policymakers, communities, and stakeholders.</p>
<b>10%</b>	<p><b>Fiscal Oversight &amp; Contracts Administration</b></p> <p>Provides executive oversight of the fiscal management of over \$400 million in public behavioral health funds. Ensures the effective and equitable allocation of resources</p>

	through strategic grantmaking and contract design. Oversee the development and administration of over 150 contracts and grants, ensuring fiscal integrity, legal compliance, and alignment with program goals. Partners with fiscal, legal, and procurement units to ensure that performance measures and evaluation requirements are embedded in funding agreements.
10%	<b>Strategic Leadership &amp; Policy Alignment</b> Contributes to the Commission's overall strategic direction by advising the Executive Director and Commissioners on programmatic, policy, and funding matters. Aligns program and evaluation strategies with statewide behavioral health reforms, including those led by the California Health and Human Services Agency, the Department of Health Care Services, the Department of Public Health, and the Department of Health Care Access and Information. Participates in internal strategic planning processes and collaborates with fellow executive team members to ensure consistency, impact, and organizational alignment across the Commission portfolio.
5%	<b>Stakeholder Engagement &amp; Interagency Collaboration</b> Leads strategic engagement efforts with community-based organizations, local mental health agencies, providers, researchers, and advocacy groups to ensure programmatic relevance and responsiveness. Oversees design and delivery of technical assistance to support local implementation. Represents the Commission in interagency workgroups, policy forums, and stakeholder coalitions. Cultivates cross-sector partnerships to align Commission initiatives with broader systems of care, including education, criminal justice, and social services.
5%	<b>Other duties as Assigned.</b> As a member of the Commission's Executive Team, the Deputy Director has a leadership role that requires flexibility, sound judgement, ability to respond to emerging and urgent needs and be available to support the Executive Director, the Commission Chair and Commissioners. It also requires developing and maintaining effective working relationships with community partners; federal, state, and local officials; subject matter experts (including researchers); and others. The Deputy Director also cultivates partnerships with sectors that intersect with behavioral health, including criminal justice, education, social services, primary care, and others—to identify opportunities where Commission initiatives are relevant, integrated, and impactful across systems.

NON-ESSENTIAL FUNCTIONS	
5%	Represents and speaks for the Commission and the Executive Director at various meetings with community partners, the public, other state, federal and local officials, and the media. May be asked to testify at Legislative hearings or other opportunities on behalf of the Commission and/or the Executive Director.
OTHER	
	Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.

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<b>Class: CEA (B) Deputy Director</b>	<b>Name:</b>				
<b>PART B - PHYSICAL AND MENTAL 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> Workstation; meetings; training.					X
<b>STANDING:</b> Copy documents; review records.		X			
<b>BALANCING:</b>	X				
<b>CONCENTRATING:</b> Review documentation for accuracy.					X
<b>COMPREHENSION:</b> Ability to advise the Executive Director, Commission, and the Administration on highly sensitive politically salient, and complex issues related to BHSA policies and programs.					X
<b>WORKING INDEPENDENTLY:</b> <b>Must</b> 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 \_\_\_\_\_