

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

<b>PART A</b>	
<b>Legislation and External Affairs Branch</b>	
<b>Position No:</b> 475-550-5393-708	<b>Date:</b> 01/08/2026
<b>Class:</b> Analyst II	<b>Name:</b> VACANT
<b>Subject to Conflict of Interest:</b> yes	<b>CBID:</b> R01
<p><b>Description of the position's organizational setting and major function:</b>  Under the direction of the Supervisor II, Analyst II will perform various complex analytical assignments in support of legislation, external affairs, and meeting planning. The Analyst II will provide programmatic, analytic, and administrative support for the Commission's Legislative and External Affairs portfolio. The analyst will perform day-to-day legislation tracking and briefing, coordination of external affairs, and aid in the planning and logistics of Commission Meetings.</p>	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
35%	<p><b>Legislation and Policy Support</b>  Provides staff-level legislative monitoring and analytic support for the unit. The Analyst II will track assigned bills and regulations, maintain the legislative tracking database, summarize status changes and amendments, and prepare concise bill summaries and briefing memos for program staff review. The incumbent will draft background materials, preliminary talking points, and template position letters for supervisory approval, compile fiscal analyses for leadership, and coordinate information flow between program teams and legislative liaisons. The incumbent will also schedule and document meetings with legislative staff, log stakeholder contacts and feedback, and generate ad-hoc tracking reports and data pulls to inform unit decision-making.</p>
30%	<p><b>External Affairs &amp; Community Engagement</b>  Identifies and schedules meetings with community partners, members of the public, and Commission staff; coordinate logistics (virtual links, venues, interpretation, and materials); and manage event registrations and outreach. Plans and documents site visits and stakeholder events (logistics, attendance lists, photos, and site-visit notes) and draft meeting summaries, action items, and follow-up trackers to ensure timely completion of follow-up items. The role will also support interagency coordination by maintaining contact lists, preparing briefing memos and background materials, tracking requests from state departments and Commissioners, and scheduling staff or Commissioner participation in external workgroups, webinars, and conferences.</p>
20%	<p><b>Meeting Planning and Facilitation</b>  Assist with the planning, coordination and facilitation of meetings for Commissioners and Commission staff. Work with management to develop a comprehensive meeting agenda for review and approval from the Commission chair. Perform a variety of administrative functions related to the updating of procedural manuals, ordering supplies and equipment, compiling and maintaining records related to committee history and actions. Resolve issues for Commissioners and guests before and during the Commission meetings. During meetings, assist with tracking quorum, coordinating presenters and speakers, managing the public comment process, communicating agenda changes, and other requests that require attention.</p>

10%	<b>Administrative Support and Other Duties</b> Performs administrative functions such as maintaining filing systems, scheduling meetings, preparing agendas, processing routine purchasing and travel requests.
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#### **NON-ESSENTIAL FUNCTIONS**

5%	Perform Other Related Duties as assigned
<b>OTHER</b>	
Regular and consistent attendance is critical to the successful performance of this position. Up to 10% travel may be required as well as some after-hours attendance in site visits/meetings.	

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<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 internal/external stakeholders both over the phone and in writing					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.					X
<b>COMPREHENSION:</b> Understand state rules, policies and regulations as well as the ability to perform research on various topics, coordinate complicated schedules and plan meetings/site visits.					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 \_\_\_\_\_