

## DUTY STATEMENT

### Behavioral Health Services Oversight & Accountability Commission

<b>PART A</b>	
<b>Research, Evaluation and Programs</b>	
<b>Position No: 475-550-5393-906</b>	<b>Date 02/26/2026</b>
<b>Class: Analyst II Limited Term</b>	<b>Name: VACANT</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: R01</b>
<p><b>Description of the position’s organizational setting and major function:</b>            Under the direction of the Research Scientist Supervisor I (RSSI /Chief of Research, Evaluation, and Programs), the Analyst II will perform various complex assignments instrumental for developing an evaluation plan, identifying, defining and organizing research project milestones, creating appropriate research materials to streamline and standardize the evaluation, monitor data collection, support the development of the legislative report, and coordinate communication with internal staff, inter-agency staff, community partners, and Commissioners.</p>	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
35%	<p><b>Research and Community Engagement</b>            Conduct research into various behavioral health subjects such as treatment modalities, implementation strategies, existing programs, and other topics identified by the RSSI. Compose reports for presentation to the Commission for discussion and consideration. Work with the RSSI, Health Program Specialists, and Research Scientists to identify ways to engage the community- in identifying gaps and barriers to treatment or services in the behavioral health system. This includes research and developing methodologies for collecting data, creating partnerships with community leaders, and participating in community events relevant to commission identified priorities.</p>
35%	<p><b>Project Management, Meeting Planning and Communication Documents</b>            Coordinate and plan meetings and community engagement events for both internal/external stakeholders including management of requests for internal and external meetings. Manage project timelines and task deadlines, track project progress, manage calendars, as well as determine schedule availability using priority, relevance, and other determinants to maximize time efficiency. Plan and coordinate site visit and meeting logistics, develop agendas, and assist with travel arrangements as requested. Take minutes and notes during meetings/site visits, for dissemination to interested participants, and develop and assign follow-up tasks as appropriate.</p>
15%	<p><b>Grant and Contract Management</b>            Coordinate with procurement, research, and grant teams to receive, review, and publish documents, reports, and other information. Develop and support administrative processes for file storage and management, deliverable tracking, invoicing, and grant/contract monitoring.</p>
10%	<p><b>Data Collection and Reports</b>            Develop data collection and tracking methodologies and spreadsheets in order to compose annual and quarterly reports, ensuring consistency in the deliverables of the commission. Maintain deliverable tracking and approval documents. Communicate with community partners with standardized letters and notices regarding activities and completion of deliverables.</p>

**NON-ESSENTIAL FUNCTIONS**

5%

Perform Other Related Duties as Required

**OTHER**

Regular and consistent attendance is critical to the successful performance of this position. Some 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>					
<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<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 \_\_\_\_\_