

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
RESEARCH, EVALUATION & PROGRAM OPERATIONS	
Position No: 475-570-8338-XXX	Date: 3/16/2026
Class: Health Program Specialist I / Limited Term	Name:
Subject to Conflict of Interest: Yes	CBID: R01
<p>Description of the position’s organizational setting and major function: Under the general direction of the Supervisor II, the Health Program Specialist I (HPS I) will serve as the Behavioral Health Student Services Act (BHSSA) Program grant monitor. As contract grant monitor, the HPS I will: (1) monitor reports from county BHSSA programs for performance standards and consistency with contract requirements; (2) provide technical assistance to BHSSA program grantees; (3) develop and maintain BHSSA Program policies and procedures; (4) prepare Request for Applications and Release for Bids to ensure contract continuity; (5) develop fiscal and implementation tracking, and organizational tools; and (6) Meet with county BHSSA Coordinators to ensure adherence to program policies and procedures and to provide technical assistance regarding program implementation, progress toward goals, and sustainability.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Monitor BHSSA Contract Compliance: Establish relationships through in-person, telephone, and email contact to provide guidance to BHSSA grantees on the completion of required reports and program improvement strategies. Provide monthly communication with the grantees regarding contract deliverables. Ensure all grant deliverable contract timelines are met. Ensure local information such as Progress Reports, Annual Fiscal Reports, Grant Award Claim forms are collected and properly documented. Review contract deliverables for accuracy and keep database of all submitted materials. Conduct BHSSA program reviews at the county level to ensure program guidelines are being followed. Arrange for travel to counties to review programs as needed. Monitor contract expenditures to ensure funds are used appropriately and that funds are used for the intended purpose. Monitor the hiring of BHSSA personnel to ensure counties fulfill their contractual obligations.</p>
20%	<p>Monitoring and Reporting on BHSSA Program Outputs: Write reports which provide clear and concise information on the specific outputs, challenges, and successes of the county BHSSA strategies. Utilize county report deliverables to write summaries of county work products. Through analysis of BHSSA program activities and grantee information, identify and report on promising practices in the delivery of school-based behavioral health services. Participate in meetings with internal and external evaluation staff/contractors and provide feedback on any progress and challenges of the statewide BHSSA evaluation.</p>
20%	<p>Provide Technical Assistance to Counties: Provide technical assistance (TA) to counties and educational entities as needed. Provide TA regarding contract expenditures by evaluating the proposed budget against the actual expenditures. Provide direction regarding how funding is expended on program expenditures including, Personnel, Evaluation, Direct, Indirect and Administration costs. Provide TA regarding</p>

	<p>program requirements outlined in the contracts between counties and the BHSOAC through regular phone contact as well as in-person contact at BHSSA Collaboration meetings. Provide TA regarding reporting required by the BHSOAC by addressing any questions raised by county administrators regarding completion of program reports.</p> <p>Organize and conduct site visits as needed to counties in order to provide oversight and support for county and education administrators regarding program effectiveness strategies, program sustainability strategies, and cost savings evaluations. Organize site visits by scheduling with the county/school entity and creating an agenda for the site visit. Provide feedback to counties upon the completion of the site visits both verbally and in a post-visit written report. Provide consultation with county and/or school administrators to identify/address any barriers to program implementation and ensure that grantees are making progress towards their goals.</p>
10%	<p>Develop and Maintain Policies and Procedures (P & Ps): Staff will develop and maintain P & Ps for the BHSSA Program, making changes to P & Ps and documents as needed. Develop standardized letters and notices to communicate with counties. Develop grant administration manuals to be utilized by staff. Develop county monitoring guidelines and manuals to be utilized by staff for program reviews. Develop internal budget tracking systems to ensure fiscal accountability. Create organizational tools including logs, grant matrix, master mailing lists, and expenditure tracking logs. Develop retention of records policy.</p>
10%	<p>Create Request for Application and Release for Bid: The BHSSA grant is on a four-year cycle. Staff will review program implementation from data and results at the county level to determine if changes are required to the existing contracts. Staff will prepare and release RFAs to ensure contracts are in place to ensure continuity of services. Staff will release RFA 's and conduct all activities to ensure the process is completed including, scoring of proposals, preparing contracts for grant awards, provide TA to counties to ensure that there are no breaks in services if possible.</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.	

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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: Work- station; meetings; training.					X
STANDING: Copy documents; review records.		X			
BALANCING:	X				
CONCENTRATING: Review documentation for accuracy.					X
COMPREHENSION: Understand information 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 _____