

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

<b>PART A</b>	
<b>Legislation and External Affairs</b>	
<b>Position No: 475-550-5393-709</b>	<b>Date: 03/30/2026</b>
<b>Class: Analyst II</b>	<b>Name: VACANT</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: R01</b>
<b>Description of the position's organizational setting and major function:</b>	
Under the direction of the Manager II, the Analyst II will perform various complex analytical assignments in support of legislation, external affairs, community engagement, advocacy, and meeting planning and logistics. Duties include coordinating the collection and assembly of meeting materials, scheduling and booking any travel arrangements, coordinating with vendors, presenters, and staff to ensure presentations and all meeting preparations are handled in a timely manner, and assisting with advocacy contract monitoring. The Analyst II will be tasked with communicating with Commissioners as well as internal and external stakeholders.	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
35%	<p><b>Logistics and Materials Management</b></p> <p>Arrange and assist with logistics of Commissioners for meetings and events including working with venues, coordinating travel, arranging audio visual needs, catering, transportation, and providing meeting materials. Conduct inspections of all conference and meeting rooms to ensure that the equipment is operational, and layout of meeting space is appropriate for meeting needs. Coordinate with Commission staff to receive and organize meeting materials and handouts for each Commission and Committee meeting in a timely manner. Review and finalize all meeting materials to ensure compliance with state and department accessibility standards. Coordinate with Commission staff and vendors to receive, review, and publish documents, reports, and other information relevant to Commission and Committee meetings. Work with the Communications team to assist with creating announcements regarding upcoming meetings, conferences, and community engagement opportunities which clearly specify the details of the event. Ensure Commissioners, stakeholders, and members of the public are informed about upcoming meetings and events via the Commission's website, electronic mail, and social media posts. Ensure accurate and timely posting to appropriate platforms depending on publication or document type.</p>
35%	<p><b>Meeting Planning and Facilitation</b></p> <p>Assist with the planning, coordination and facilitation of Commission and Committee meetings for Commissioners and Commission staff. Perform a variety of administrative functions related to the updating of procedural manuals, compiling and maintaining records related to Commission history and actions, and post agendas and other necessary documentation accordingly. Coordinate and schedule agenda review meetings, and any other meetings necessary to prepare, review, and approve content. Send calendar holds and invites to meeting participants to ensure attendance. Resolve issues for Commissioners and guests before and during the Commission meetings.</p>
15%	<p><b>Advocacy and Contract Monitoring</b></p> <p>Attend advocacy-related meetings, events, and stakeholder convenings to build a deeper understanding of statewide behavioral health priorities and the needs of diverse communities. Assist in the development, coordination, and solicitation of Request for Proposals (RFP) while supporting outreach, gathering stakeholder feedback, preparing materials, and ensuring alignment with the Commission's policy and advocacy objectives. Work closely with assigned Advocacy grantee to track and monitor contract requirements and ensure deliverables meet pre-determined criteria before approving submitted invoices for payment. Schedule and facilitate ongoing</p>

10%	<p>monthly check-in meetings with grantee to address any questions or concerns.</p> <p><b>Legislative Tracking and Analysis</b>          Assist with tracking legislation that directly impacts the Commission and California's Behavioral Health system. Monitor bills for relevant changes, and work closely with the Legislative team lead to develop bill analysis to determine relevance to the Commission's portfolio and position of support or opposition.</p>
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<b>NON-ESSENTIAL FUNCTIONS</b>	
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5%	Perform Other Related Duties as assigned
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<b>OTHER</b>	
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<p>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 at site visits/meetings.</p>
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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 \_\_\_\_\_