

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Research, Evaluation and Program Operations Division	
Position No: 475-570-8336-906	Date:
Class: Health Program Specialist II / Limited Term	Name: Vacant
Subject to Conflict of Interest: Yes	CBID: R01 Workweek Group: E
<p>Description of the position’s organizational setting and major function:</p> <p>Under the general direction of a Supervisor II, the Health Program Specialist II (HPS) – in this limited term position – will serve as a working lead over grant monitoring, contract oversight, process improvement, analysis, and reporting on grant programs.</p> <p>The HPS II will be responsible for the following duties:</p> <ol style="list-style-type: none"> (1) Lead and train staff in grant monitoring activities to ensure grant programs meet goals and contractual requirements. (2) Provide oversight and review of contracts to ensure clear language and deliverable requirements. (3) Development grant program policies and procedures, and lead implementation of grant monitoring software. (4) Oversee the collection, analysis, and reporting of grant program data to assess implementation, spending, and progress toward goals. 	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
25%	<p style="text-align: center;"><u>Monitor Grants for Compliance</u></p> <ul style="list-style-type: none"> • Lead Monitoring Activities: Direct HPS I staff in completing grant and contract monitoring through in-person, phone, and email communication with grantees, and by reviewing required reports and deliverables. • Train and Guide Staff and Recipients: Train HPS I staff on effective monitoring practices and provide guidance to grant recipients on reporting requirements and program improvement strategies. • Coordinate Program Communications: Manage all program-wide communications sent to grantees and vendors, including updates on requirements, funding, and upcoming meetings. • Serve as Grantee Liaison: Act as the primary liaison to grantees and ensure all required reports are received in accordance with contract agreements.
25%	<p style="text-align: center;"><u>Provide Contract Oversight</u></p> <ul style="list-style-type: none"> • Draft, Review, and Negotiate Agreements: Develop, review, and negotiate contracts and grant agreements to ensure they are clear, enforceable, and aligned with Commission goals.

	<ul style="list-style-type: none"> • Monitor Contract Compliance: Oversee compliance with all contractual terms and conditions, and address instances of non-compliance using appropriate legal and procedural recommendations. • Standardize Contracting Processes: Assist in developing standardized contract templates, clauses, and procedures to streamline workflows and ensure consistency across agreements. <p style="text-align: center;"><u>Conducts Process Improvement</u></p> <ul style="list-style-type: none"> • Develop and maintain policies and procedures: Lead the creation and ongoing maintenance of program policies, procedures, monitoring guidelines, and staff manuals to ensure consistency across all grant programs. • Strengthen fiscal accountability: Develop and oversee internal budget tracking systems and coordinate regularly with the Commission budget office to ensure accurate and aligned fiscal practices. • Implement and improve systems: Lead the implementation, operation, and continuous improvement of grant monitoring software to support efficient program oversight. • Support organizational goals: Ensure all policies, procedures, and systems align with the Commission’s objectives and help streamline work across grant programs.
25%	<p style="text-align: center;"><u>Analyze Grant Implementation and Produce Reports</u></p> <ul style="list-style-type: none"> • Collaborate on Program Analysis: Work with other divisions to analyze grant program implementation, spending, progress toward goals, challenges, and successes. • Develop Clear, Comprehensive Reports: Create reports that summarize findings and present a clear picture of program performance for internal and external audiences. • Prepare and Present Commission Updates: Prepare materials and present updates to the Commission on grant program progress, outcomes, and emerging issues. • Support Legislative Reporting: Assist in the development of legislative reports by providing analysis, data, and narrative summaries of grant program activity.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
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 BEHAVIORAL 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; complete forms; calculate pay, time and attendance; research laws, rules and/or processes.					x
COMPREHENSION: Understand employee needs as it relates to Behavioral Health Programs; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					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 _____