

## DUTY STATEMENT

### Behavioral Health Services Oversight & Accountability Commission

<b>PART A</b>	
<b>Research, Evaluation, Programs and Operations</b>	
<b>Position No: 475-570-4801-906</b>	<b>Date: 4/28/2026</b>
<b>Class: Supervisor II Limited Term</b>	<b>Name: VACANT</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: S01</b>
<p><b>Description of the position’s organizational setting and major function:</b>                      The Supervisor II will oversee the Commission's grants and contracts team, ensuring the effective management of programs, compliance with policies, and delivery of high-quality behavioral health services statewide.</p> <p>Under the general direction of the assistant Deputy Director of Research, Evaluation, Programs and Operations, the Supervisor II will perform the following duties:</p>	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
30%	<p><b>Program Leadership and Oversight</b></p> <ul style="list-style-type: none"> <li>• Provide strategic leadership to the teams overseeing grants and contracts, ensuring alignment with the Commission's mission and goals.</li> <li>• Develop and implement policies, procedures, and operational plans to enhance program effectiveness and compliance.</li> <li>• Monitor program performance and outcomes, identifying areas for improvement and recommending actionable strategies.</li> </ul>
15%	<p><b>Staff Development and Management</b></p> <ul style="list-style-type: none"> <li>• Supervise, mentor, and evaluate team members, fostering a culture of accountability, collaboration, and professional growth.</li> <li>• Design and deliver training programs to enhance staff knowledge of policies, procedures, and best practices in behavioral health services.</li> </ul>
10%	<p><b>Stakeholder Engagement and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Serve as the primary liaison between the Commission, grantees, contractors, and other stakeholders, ensuring clear and effective communication.</li> <li>• Facilitate collaborative efforts to address challenges, promote innovation, and improve behavioral health service delivery.</li> </ul>
10%	<p><b>Compliance and Accountability</b></p> <ul style="list-style-type: none"> <li>• Ensure grantees and contractors adhere to Commission policies, standards, and contractual obligations.</li> <li>• Conduct regular reviews and evaluations to assess compliance and identify areas requiring corrective action.</li> <li>• Develop and implement improvement plans to address non-compliance issues and enhance service delivery</li> </ul>

20%	<p><b>Policy Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of policies and procedures that support the Commission's objectives and ensure consistency across programs.</li> <li>• Lead efforts to implement policy changes, ensuring smooth transitions and stakeholder buy-in.</li> </ul>
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10%	<p><b>Continuous Improvement and Innovation</b></p> <ul style="list-style-type: none"> <li>• Identify and implement strategies to foster innovation and inclusion in behavioral health services.</li> <li>• Stay informed of emerging trends and best practices in behavioral health and apply them to enhance program outcomes.</li> </ul>
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<b>NON-ESSENTIAL FUNCTIONS</b>	
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5%	Other related duties as assigned
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<b>OTHER</b>	
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Regular and consistent attendance is critical to the successful performance of this position. All FLSA-exempt staff are expected to work the hours necessary to accomplish their assignments and fulfill their responsibilities. The standard expectation is an average of at least 40 hours per week. Management may require specific hours of work to meet operational needs. Employees must keep management informed of their schedules and whereabouts and must request and obtain approval for any absences of one day or more. Flexibility in scheduling is permitted only with prior management concurrence. Failure to meet attendance and workload expectations may result in corrective action, up to and including full-week suspension or other appropriate discipline. These expectations are consistent with state policy and the professional standards of FLSA-exempt employment. Some travel may be required.

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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.					<b>x</b>
<b>HEARING:</b> Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					<b>x</b>
<b>SPEAKING:</b> Communicate with staff, residents and the public in person and via telephone; interact in meetings.					<b>x</b>
<b>WALKING:</b> Within the department to various units.			<b>x</b>		
<b>SITTING:</b> Work station; meetings; training.					<b>x</b>
<b>STANDING:</b> Copy documents; review records.		<b>x</b>			
<b>BALANCING:</b>	<b>x</b>				
<b>CONCENTRATING:</b> Review documentation for accuracy; complete forms.					<b>x</b>
<b>COMPREHENSION:</b> Understand content of meetings, trainings and work discussions; facilitate the dynamic of team work.					<b>x</b>
<b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.					<b>x</b>
<b>LIFTING UP TO 10 LBS:</b>			<b>x</b>		
<b>LIFTING 10-25 LBS:</b>	<b>x</b>				
<b>LIFTING 25-50 LBS:</b>	<b>x</b>				
<b>FINGERING:</b> Push telephone buttons, calculator keys, and computer keyboard.					<b>x</b>
<b>REACHING:</b> Answer telephone; use a mouse; retrieve documents from printer.					<b>x</b>
<b>CARRYING:</b> Transport documents.		<b>x</b>			
<b>CLIMBING:</b> Stairs.	<b>x</b>				
<b>BENDING AT WAIST:</b> Use copier; access low file drawers.			<b>x</b>		
<b>KNEELING:</b> Access low file drawers.		<b>x</b>			
<b>PUSHING OR PULLING:</b> Open and close file drawers.		<b>x</b>			
<b>HANDLING:</b> Sort paperwork; distribute mail.		<b>x</b>			
<b>DRIVING:</b> Special events.	<b>x</b>				
<b>OPERATING EQUIPMENT:</b> Computer, telephone, copier, printer, fax machine.					<b>x</b>
<b>WORKING INDOORS:</b> Enclosed office environment.					<b>x</b>
<b>WORKING OUTDOORS:</b> Special events.		<b>x</b>			
<b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.		<b>x</b>			

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 \_\_\_\_\_