

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

| <b>PART A</b>   |                         |
|---|-------------------------|
| <b>Program Operations</b>   |                         |
| <b>Position No: 475-550-5780-001</b>  | <b>Date: 04/28/2026</b> |
| <b>Class: Attorney IV</b>   | <b>Name: VACANT</b>     |
| <b>Subject to Conflict of Interest: Yes</b>   | <b>CBID: R02</b>        |
| <p><b>Description of the position’s organizational setting and major function:</b><br/>           Under minimal supervision, the Attorney IV performs some of the most politically sensitive and complex legal work including reviewing, researching, and interpreting federal and state laws and regulations, case law, and program guidance; advising on funding issues and parameters of broad discretionary authority; assisting in the drafting and reviewing of program policy guidance; and providing substantive litigation support to the Office of the Attorney General. The Attorney IV also drafts, negotiates and oversees execution of grants/contracts, along with exempt contracts and related instruments such as sponsorships or subscriptions.</p> <p><u>The Commission</u></p> <p>The Behavioral Health Services Oversight &amp; Accountability Commission (Commission) is a 27-member autonomous body created in 2004 by passage of the Mental Health Wellness Act pursuant to the voter initiative Proposition 63 (Welfare &amp; Institutions Code Section 5845). The Commission’s overall mission remains the same including continued oversight of several programs (e.g., Early Psychosis Intervention Plus program, Behavioral Health Student Services Act, Mental Health Wellness Act); and support for “consumer advocacy” grants at the local community level. A key change is its revised role in regard to innovative mental/behavioral health solutions with oversight of a Innovation Partnership Fund.</p> <p>Commission members are appointed in accordance with Section 5845. The Commission does not report directly to the Governor but is organized under the California Health and Human Services Agency and works closely with the Department of Health Care Services (DHCS). The Commission partners with other behavioral health agencies at both the state and local level, and funds “consumer advocacy” work by local community-based organizations.</p> <p>The Commission’s work is supported by an Executive Director, a Chief Counsel and several Deputy Directors, along with civil service managers, supervisors and rank-and-file staff. The Chief Counsel’s office is staffed by an Attorney III Retired Annuitant, and this Attorney IV position.</p> <p><u>This Position</u></p> <p>Under the general direction of the Chief Counsel, Attorney IV performs the most sensitive and complex legal work related to contracting practices and review of the Commission’s competitive procurement procedures for all grants and selected contracts. The Attorney IV also drafts, negotiates and oversees execution of grants/contracts, along with exempt contracts and related instruments such as sponsorships or subscriptions.</p> <p>Under this same direction, the Attorney IV oversees drafting and posting requirements under the Bagley-Keene Open Meeting Act for Commission Agendas, Advisory Committee or Subcommittee meetings. The Attorney IV assists Commissioners, management and designated staff with conflict-of-interest filings under the Political Reform Act; and provides guidance in the preparation of responses to requests for documents under the Public Records Act.</p> <p>The Attorney IV will perform other special projects as required and must utilize professional discretion and confidentiality while working both collaboratively and independently.</p> <p>This position is subject to the Form 700 Statement of Economic Interests filing requirements, which requires disclosure of certain personal economic interests as determined by the Conflict-of-Interest</p> |                         |

Code of the Commission. Pursuant to Government Code section 81008, Form 700 Statement of Economic Interests is public record and will be made available for public inspection.

| Percentage of time performing duties:  | <b>ESSENTIAL FUNCTIONS</b>   |
|--|--|
| 35%  | Assesses potential legal issues and engages in strategic planning to avoid litigation, including researching and responding to demand letters, provides program-specific support to the Attorney General's Office for litigation concerning assigned programs, including explanation of applicable federal and state laws and their interaction, related case law, and pending litigation in other jurisdictions. Performs substantive review of pleadings, assists with discovery, and oversight of litigation strategies. Performs complex legal research and drafts memorandums and reports. Reasonable proficiency utilizing legal research tools such as Thompsons Westlaw and/or LexisNexis.   |
| 30%  | Drafts and/or provides expert feedback on the Scope of Work (SOW) for grants, contracts and other instruments such as sponsorships or subscriptions in accordance with varying statutory standards pertinent to each grant program or contract purpose. Assists with and provides expert legal support with the multi-stage procurement process from publication of the bid opportunity through notice of the intent to award. Acts as liaison to managers and staff in understanding the program and monitoring needs behind each contract or procurement. Assists in drafting and maintaining internal "desk manuals" for contracting and procurement procedures and grant/contract management. Examines and interprets State of California requirements for leases, IT service/maintenance subscriptions, and other internal business documents. May attend public hearings, stakeholder meetings and other events in collaboration with program management and staff |
| 15%  | Drafts legal procedural manuals, and contract/grant forms/templates. Assists in drafting proposed legislation, rules and regulations, orders, manuals, including developing procedures for all business conducted by the Commission. Assists in drafting proposed revisions to the Commission's Rules of Procedure. Provides expert legal guidance on conflict-of-interest filings required under the Political Reform Act; and, on Bagley-Keene Open Meeting Act requirements for the Commission, Committee and Subcommittee meetings. Duties include attending said meetings, taking closed session minutes, and preliminary planning or agenda-setting internal meetings.   |
| 15%  | Examines and interprets the Commission's statutory authority for purposes of policy, legislative, and program development. Researches and assists in responding to California Public Record Act requests including gathering documents, and screening same for potential redactions of personal or other confidential information. The Attorney IV must have a robust understanding of the California Public Records Act.  |
| <b>NON-ESSENTIAL FUNCTIONS</b>   |  |
| 5%   | Other legal duties or assignments as required.   |
| <b>OTHER</b>   |  |
| Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required. |  |

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|--|-----------------|-------------------------|---------------|---------------|----------------|
| <b>Class: Attorney IV</b>  |                 | <b>Name: VACANT</b>     |               |               |                |
| <b>PART B - PHYSICAL AND MENTAL REQUIREMENTS<br/>OF ESSENTIAL FUNCTIONS</b>  |                 |                         |               |               |                |
| Activity   | Not<br>Required | Less than<br>25%        | 25% to<br>49% | 50% to<br>74% | 75%<br>or More |
| <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 staff, residents and the public in person and via telephone; interact in meetings.   |                 |                         |               |               | 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; complete forms; calculate pay, time and attendance; research laws, rules and/or processes.  |                 |                         |               |               | X              |
| <b>COMPREHENSION:</b> Understand employee needs as it relates to laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of teamwork. |                 |                         |               |               | 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.  |                 |                         |               |               |                |
| <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 \_\_\_\_\_