

DUTY STATEMENT
Behavioral Health Services Oversight & Accountability Commission

PART A	
Research, Evaluation, and Program Operations Division	
Position No: 475-580-5582-906	Date: June 30, 2026
Class: Research Scientist/ Limited Term	Name: VACANT
Subject to Conflict of Interest: Yes	CBID: R10 WWG: E
<p>Description of the position’s organizational setting and major function: Under the supervision of the Research Scientist Supervisor I (RSS I), the Research Scientist (RS) in this limited term position, serves as a social and behavioral scientist and key member of the Research, Evaluation, and Program Operations Division at the Behavioral Health Services Oversight and Accountability Commission (BHSOAC). The RS uses scientific and analytic skills to conduct comprehensive, mixed-method research projects to evaluate policies, grant programs, and practices, with particular emphasis on using data-driven methods to identify opportunities for innovation in the community-based and school behavioral health systems.</p> <p>The RS will independently and as a team member conduct scientific research studies and evaluation activities for management, the Commission, and committees. The RS will work with other Research Scientists within the Division to use creative and critical judgment to use information from databases and grant reports to develop summaries at the statewide and county levels, and for policy research projects. Duties require high-level contact with Commissioners, Legislators, Legislative staff, State agencies, grant partners, local behavioral health representatives, advocacy groups, behavioral health clients and family members, and various stakeholder organizations.</p> <p>The RS may be required to be involved in all or some of the following activities: 1) Using scientific procedures to analyze and evaluate program implementation and behavioral health outcomes; 2) Development of methods for project tracking, evaluating, monitoring, and assessing behavioral health, school behavioral health, and grant program data; 3) Develop and manage evaluation contracts; 4) Acting as a technical scientific subject matter expert within the Commission as well as externally to other state and local organizations; 5) Delivering scientific technical assistance to support internal and external evaluation efforts. Limited in-state travel required (10%), including occasional overnight stays. Clearance by a Department of Justice background check may be requested.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
20%	<p>Design and perform data analysis for complex research projects to evaluate the behavioral health system and the Behavioral Health Student Services Act (BHSSA). Prepare written reports based on research and evaluation findings. Interpret findings and develop state and local recommendations to improve policy, practice, and outcomes in consultation with subject matter experts and other stakeholders. Develop strategies for communicating findings to disseminate information to decision-makers, the public, and other stakeholders. Provide expertise on methods for improving research and evaluation of the behavioral health system and the BHSSA. Provide assistance, expert consultation, and guidance on difficult technical problems to internal and external evaluators. Review research and evaluation findings to consider interpretation of results for future research ideas and policy implications.</p>
20%	<p>Act as a research and evaluation subject matter expert to the Commission and staff to advance program development, policies, and regulations to meet statewide behavioral health and school behavioral health policy goals. Present research and evaluation findings to staff, management, commissioners, the public, and other stakeholders to inform policy and practice. Develop knowledge and understanding</p>

20%	<p>comprehensive school behavioral health systems, current research, and the broader community-based behavioral health system.</p> <p>Assist in the development, management, interpretation, and presentation of data from databases and grant reports on program implementation and outcomes. Work closely with grant monitors to track, monitor, and assess the potential impact of BHSSA funded activities and programs and use this review to recommend action items, including quality improvement, policy and future procurement recommendations.</p>
20%	<p>Develop and Monitor Contracts: Provide guidance to contractors and program staff on the completion of deliverables, required reports and documentation, and progress towards project goals. Ensure contract timelines are met. Ensure evaluation and compliance data are collected and properly documented. Review contract deliverables for accuracy and keep database of program data current. Conduct program reviews to ensure program guidelines are being followed. Arrange for travel to review programs. Monitor contract expenditures to ensure funds are used appropriately and that funds are used for the intended purpose. Monitor the hiring of program personnel to ensure contractors are able to fulfill their contractual obligations. Work with the Commission's legal team to develop and amend contracts. Develop assessment criteria, assess and summarize the status of contract compliance, and produce deliverable acceptance memos.</p>
15%	<p>Attend and participate in meetings of the Commission as directed, including internal and external meetings with subject matter experts, community members, and Commissioners. Convene and facilitate meetings as directed to support information gathering for research and evaluation purposes. Present findings and recommendations to internal and external stakeholders to promote innovative practices and solicit feedback and input. As directed by the BHSOAC leadership, represent the BHSOAC at meetings with governmental partners and community partners on BHSA implementation, evaluation, and oversight. Work with stakeholder organizations to ensure client and family involvement in all BHSOAC activities.</p>

NON-ESSENTIAL FUNCTIONS	
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5%	Other activities as directed.
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OTHER	
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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. Limited in-state travel required (10%), including occasional overnight stays. Clearance by a DOJ background check may be requested.

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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 research data 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 _____