

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Legislative and External Affairs	
Position No: 475-550-4802-002	Date: 7/6/2026
Class: Manager II	Name: VACANT
Subject to Conflict of Interest: yes	CBID: M01
<p>Description of the position’s organizational setting and major function: Under the direction of the Deputy Director of Legislative and External Affairs, the Manager II serves as the Assistant Deputy Director and provides executive-level leadership and strategic oversight of complex, sensitive, and high-profile functions related to legislation, external affairs, and communications in relation to California’s behavioral health system. This position is also responsible for decision-making on all public relations matters. The Manager II provides management to two teams who are responsible for advancing the Commission’s statutory mandate and strategic priorities through legislative engagement, stakeholder coordination, advocacy grants, communications, and other external engagement including commission meeting planning and execution. This position is responsible for leading legislative analysis and implementation efforts across programs with multidepartment and statewide impact and serves as a key advisor to executive leadership and Commissioners on matters that shape long-term behavioral health policies across California. The Manager II ensures alignment of all activities with the Commission’s core goals, coordinates internal and external policy communication, and oversees programmatic activities that support statutory compliance in behavioral health systems. The incumbent is responsible for both direct and indirect supervision of professional staff to include staff development, performance management, promoting collaboration, goal setting, and communicating effective expectations. The Manager II is also responsible for the division's budgetary oversight, strategic risk management, and the evaluation of program effectiveness to ensure alignment with Commission goals and resource optimization.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
25%	<p>Directs and oversees staff in the areas of legislative tracking, bill analysis, and policy development related to California’s behavioral health systems. The incumbent supervises professional staff engaged in legislative research, development of position statements, drafting of legislative concepts, and preparation of the Commission’s responses to proposed legislation. The Manager II advises Commissioners and executive Leadership on the implications of proposed or enacted legislation, including its fiscal, operational, and policy-related impacts. The position leads the coordination of legislative implementation efforts across multiple program areas to ensure statutory alignment and timely execution. The Manager II also represents the Commission in legislative hearings and high-level meetings with legislative staff, state agencies, and external stakeholders. The position also oversees the Commission’s external relations strategy and leads the Commission’s participation in cross-agency behavioral health initiatives, intergovernmental meetings, and public forums. The position supervises staff responsible for coordinating Commission and stakeholder involvement in state and local behavioral health initiatives.</p>
25%	<p>Oversees the planning and execution of Commission, Legislative & External Affairs Committee, Client and Family Leadership Committee, and Cultural and Linguistic Competency Committee meetings, ensuring compliance with the Bagley-Keene Open Meeting Act. The incumbent provides leadership in developing agendas, briefing materials, and public documents that support effective and transparent meetings. The Manager II supervises staff</p>

	<p>responsible for preparing Commissioners and presenters and ensures that all materials meet policy and strategic objectives. The position also offers strategic guidance to committee chairs and supports coordination with subject matter experts and stakeholders to ensure informed and productive discussions at public meetings.</p>
25%	<p>Provides leadership and strategic direction for the Commission's advocacy grant programs, ensuring these initiatives are aligned with the Commission's primary mission and the most critical and sensitive aspects of California's behavioral health system. This includes ultimate decision-making authority on the strategic framework, priorities, and overarching goals of the advocacy grant portfolio. The Manager II oversees the Supervisor II responsible for the operational management of these grants, ensuring robust fiscal accountability, programmatic compliance, and the effective achievement of strategic objectives. This oversight includes reviewing key performance indicators, evaluating the overall impact of the grant programs on policy development and community engagement, and guiding staff in the development and implementation of grant lifecycle processes from procurement to close-out.</p>
20%	<p>Provides leadership and oversight to the Communications team, including a supervisor, who manages all communications functions. This includes making all decisions on public affairs matters, leading editorial standards and final approval for all meeting-related communications, such as notices, agendas, PowerPoint presentations, background materials, and post-meeting summaries. Oversees website content governance and ensures timely posting and archiving of meeting materials. Ensures compliance with accessibility and language-access needs. Approves and directs email campaigns, stakeholder distributions, and social media plans tied to meetings and Commission priorities. Reviews analytics to guide continuous improvement. Approves multimedia assets (video, infographics) for public distribution and ensures alignment with Commission branding and messaging policies.</p>

NON-ESSENTIAL FUNCTIONS	
5%	Additional Duties as Required
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 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 complex legislative, policy, communications, and administrative 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 _____