

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Administration and Performance Management Division	
Position No: 475-550-4802-001	Date: July 30, 2026
Class: Manager II	Name: Vacant
Subject to Conflict of Interest: Yes	CBID: M01 Work Group E
Description of the position's organizational setting and major function: Under the general direction of the Chief Deputy Director, the Manager II serves as the Assistant Deputy Director of the Administration and Performance Management Team, overseeing the Commission's budget and core administrative operations. The Manager II is responsible for a wide range of complex functions related to the development of the Commission's annual budget, organizational-level budgets, fiscal policy, and research and expenditure forecasting in support of programs funded through the Behavioral Health Services Act, the Behavioral Health Student Services Act, the Mental Health Wellness Act, Youth Drop-In Centers, Early Psychosis Intervention, Advocacy initiatives, and the Innovation Partnership Fund and oversees the Commission's Public Records Act administration. The Manager II serves as a key partner in planning and implementing the Commission's staffing needs and budget change proposals, and provides guidance to management on all fiscal components of Commission operations. The Manager II also oversees the development and implementation of internal improvement initiatives that enhance the Commission's administrative capacity and organizational effectiveness. In addition, the Manager II plans, organizes, directs, and oversees the activities of the Policy, Financial Management, Human Resources, and Business and Contracts Services teams, which perform a broad range of administrative and program support functions. The Administration and Performance Management Team includes Human Resources—comprising Classification and Pay, Personnel Transactions, and the Training Unit—and Business Operations, consisting of Facilities Management, Contracts, Purchasing, Procurements, and Labor Relations. The Manager II serves as the primary advisor to the Chief Deputy Director and Executive Director on all matters concerning Human Resources and business operations. The Manager II works directly with the Chief Deputy Director and Executive Director to: 1) Coordinate the development and implementation of the Commission's contracting and procurement including Information Technology contracts and Research and Evaluation contracts and procurement functions; 2) Identify opportunities for improving policy and practices; 3) Coordinate the development and implementation of new and/or updated department policies and direct the development of procedures; and 4) Prepare and submit responses to Budget Letters, including Budget Change Proposals (BCPs), Spring Finance Letters (SFLs), and OST Blanket Requests; track and report relevant pending and enacted legislation to Executive staff; resolve complex personnel issues; and provide timely and accurate responses to questions regarding pay, benefits, transactions, fiscal issues, management analysis, accounting, travel, contracts, procurement, information technology, facilities, and monitor recruitment activities.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Administrative Policy Leadership & Team Management • Development and implementation of policies in the areas of Administration which includes Financial Management, Human Resources, and Business and Contracts and Procurement Services.

	• The Manager II has full responsibility for developing policies and exercising decision-making authority in executing Administrative strategy in support of the overall mission, objectives, organizational plan and strategic direction of BHSOAC. • Directs BHSOAC's Administrative Services Team by providing overall leadership and guidance to subordinate second and/or third level Supervisors; sets goals and objectives; plans utilization of allocated resources; assigns priorities; identifies necessary changes in procedures and equipment; balances workload; ensures continuous and internal controls, and justifies and approves staffing and other resources when necessary. • Provides leadership and oversight of the Human Resources functions including Classification and Pay, Personnel Transactions, Training and Development, and Labor Relations. • Oversees Business Operations including Facilities Management, Contracts, Purchasing, Procurement, California Public Records Act Administration, and office administration. • Oversees the development and implementation of internal improvement initiatives to strengthen administrative capacity and organizational efficiency. • Provides ongoing guidance and support to management on personnel, fiscal, and administrative matters related to the Commission's programs including the Behavioral Health Services Act, Behavioral Health Student Services Act, Mental Health Wellness Act, Youth Drop-In Centers, Early Psychosis Intervention, Advocacy initiatives, and the Innovation Partnership Fund. • Serves as key advisor to the Chief Deputy Director and Executive Director on Human Resources and business operations, offering recommendations on policies, staffing, internal controls, and operational priorities.
35%	Budget & Fiscal Management • Provide managerial oversight of the Commission's budget and financial accounting/reporting systems and uphold stewardship of State resources. • Oversee budget preparation and management, expenditure management, financial accounting, fiscal resource planning and allocation, and organizational review. • Coordinate with FI\$Cal, DOF, SCO, DGS, the Governor's Office, legislative staff, and others to ensure successful budget oversight. • Report on the Commission's financial position to the Commission, committees, and the Executive team. • Plan, coordinate, and direct internal budget development: budget calendar; organizational and controlled line items; program allotments and revisions. • Lead preparation of Governor's Budget documents and supporting materials; develop/review/approve BCPs; multi-year expenditures and revenues; authorized positions and staffing levels for the workload budget. • Prepare and submit Budget Letters (BCPs, SFLs, OST Blanket Requests); incorporate Finance Letters and legislative changes; maintain chronological records of all changes; identify changes made during legislative review by program, fund, organizational timeline, and position classification; update authorized allotments and coordinate changes with accounting.

25%	Strategic Planning & Executive Advisory • Provide high-level direction and oversight to create and implement policy. • Serve as strategic advisor to the Executive Director, Chief Deputy Director, and executive management across divisions on recruitment and retention, work/life programs, performance management, labor relations, and employee benefits. • Perform special assignments: plan and implement major reorganizations; negotiate transfers of positions; handle sensitive disciplinary matters or complaints; prepare reports and sensitive correspondence for the Chief Deputy Director and Executive Director. • Serve as a key partner in planning and implementing the Commission's staffing needs and budget change proposals. • Provide analysis and recommendations on cross-agency issues including administrative systems, workforce planning, and enterprise improvements. • Oversee strategic internal improvement initiatives that enhance efficiency, accountability, and operational effectiveness.
-----	---

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned. Special projects, emergency response, audits, enterprise risk management, internal controls, and continuous improvement initiatives. May represent the Commission in interagency meetings, external workgroups, or collaborative initiatives as directed.
OTHER	
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.	

Position No: 475-550-4802-001		Date: July 30, 2026			
Class: Manager II		Name: Vacant			
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; complete forms.					x
COMPREHENSION: Understand 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 _____