

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Grant Programs and System Innovation	
Position No: 475-550-7500-001	Date: 06/22/2026
Class: CEA (B) Deputy Director, Grant Programs and System Innovation	Name:
Subject to Conflict of Interest: Yes	CBID: M01
Description of the position's organizational setting and major function:	
Under the general direction of the Chief Deputy of Administration and Performance Management (CEA C), the Deputy Director of Grant Programs and System Innovation provides executive-level leadership for managers and staff to advance the mission of the Commission for Behavioral Health (CBH) in accordance with Behavioral Health Services Act (BHSA) requirements. This involves overseeing managers and staff responsible for the development, implementation, administration, monitoring, and continuous improvement of the Commission's innovative behavioral health (i.e., mental health and/or substance use disorder) grants, contracts, and solicitations, supported by approximately \$300 million in BHSA funding and more than 150 grants and contracts. Specifically, this position is responsible for the full lifecycle of Commission-funded initiatives, including concept and solicitation development, procurement, contract and grant execution, implementation support, technical assistance, monitoring of performance and deliverables, compliance oversight, risk mitigation, corrective action, and continuous quality improvement. Working in partnership with Commissioners, community stakeholders, individuals with lived experience, family members, caregivers, public agency partners, and other subject matter experts, the Deputy Director leads efforts to identify priority needs and shape project concepts that advance the Commission's strategic plan, statutory responsibilities, and system improvement goals. The Deputy Director oversees the translation of project concepts into Requests for Applications (RFAs), Requests for Proposals (RFPs) and other solicitation mechanisms, and ensures that procurement and award processes are fair, transparent, competitive, and aligned with applicable laws, regulations, and policies. The position is responsible for establishing and maintaining strong internal controls to protect procurement integrity, program integrity, and public trust, including appropriate conflict of interest awareness, prevention, and mitigation practices related to grants, contracts, and solicitations. This work requires intentional engagement with racially, culturally, linguistically, geographically, and otherwise diverse communities, including communities historically underserved, underrepresented, or disproportionately impacted by behavioral health inequities. The Deputy Director is expected to lead with a strong commitment to equity, inclusion, cultural humility, and racial equity, and to foster an inclusive and culturally responsive work environment that values diverse perspectives, lived experience, and professional backgrounds. The Deputy Director advises the Executive Director, the Commission, and the Administration on highly sensitive, politically salient, and complex matters related to BHSA grants, contracts, solicitations, funding priorities, and implementation. This position coordinates closely with other CBH divisions, including the Research and Evaluation Division to support assessment of program outcomes and use of findings to inform program and policy development; Legislative and External Affairs to support legislative activities and communication regarding program accomplishments; and the Administrative and Performance Management Division to ensure procurement integrity, administrative compliance, fiscal integrity, and operational accountability.	

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
25%	Program Concept Development, Grants/Contracts Strategy, and Solicitation Design Provides executive oversight for the development of innovative behavioral health grants, contracts, and solicitation concepts in collaboration with Commissioners, community stakeholders, individuals with lived experience, family members, caregivers, public partners, and other subject matter experts. Ensures strategic priorities, statutory direction, community input, and system improvement opportunities are translated into actionable program concepts, funding strategies, and solicitation approaches. Oversees the development of grants, contracts, RFAs, RFPs, and other solicitation documents to ensure they are clear, competitive, equitable, legally sound, and aligned with the Commission's mission, strategic plan, and BHSA requirements. Ensures funding and procurement opportunities are community-informed, equity-centered, culturally responsive, and designed to address the needs of historically underserved, underrepresented, and disproportionately impacted communities.
25%	Procurement and Contract Development Oversees managers responsible for procurement, contracting, grant administration, program analysis, monitoring, and related compliance functions. Provides executive oversight of procurement, contracting, solicitation, and award processes for more than 150 grants and contracts supported by approximately \$300 million in BHSA funds. Ensures the integrity, fairness, transparency, accountability, and legal sufficiency of procurement and solicitation processes and promotes adherence to applicable laws, regulations, policies, internal controls, and ethical standards. Establishes and maintains appropriate conflict of interest controls, review processes, and mitigation practices to protect the integrity of grants, contracts, and solicitations. Oversees the development, negotiation, execution, and administration of grants and contracts, ensuring scopes of work, deliverables, budgets, timelines, reporting requirements, and accountability measures are clearly defined and aligned with statutory requirements, program goals, and Commission priorities.
20%	Monitoring, Compliance, Risk Management, and Program Integrity Provides executive oversight of grant and contract monitoring to ensure timely implementation, achievement of deliverables, fiscal accountability, compliance with terms and conditions, and alignment with the Commission's mission and strategic plan. Establishes and oversees processes for performance tracking, compliance review, risk identification, issue escalation, corrective action, and continuous improvement. Ensures technical assistance and implementation support are available to grantees and contractors to promote quality, fidelity, and sustainability. Maintains executive oversight of program integrity activities related to funded initiatives, including proactive identification and resolution of issues that may affect compliance, transparency, appropriate use of funds, performance, or public trust.
10%	Strategic Leadership, Policy Development, and Continuous Quality Improvement Advises the Executive Director and Commissioners on highly sensitive, politically salient, and complex issues related to grants, contracts, solicitations, procurement, implementation, funding priorities, and BHSA program administration. Uses information, lessons learned, stakeholder input, monitoring findings, and project results to inform program improvement, policy development, strategic decision-making, and continuous quality improvement. Ensures insights from grants, contracts, and funded initiatives contribute to the Commission's broader policy and system improvement work. Coordinates with the Research and Evaluation Division regarding outcome assessment and use of evaluation findings to strengthen Commission-funded initiatives.

10%	Stakeholder Engagement, Equity, and Interagency Collaboration Leads authentic engagement with racially, culturally, linguistically, geographically, and otherwise diverse communities to ensure Commission-funded initiatives are responsive to community needs and lived experience. Builds and sustains partnerships with community-based organizations, local behavioral health agencies, Tribal partners, providers, advocates, and other stakeholders to support program relevance, accessibility, and impact. Promotes inclusive leadership practices and ensures stakeholder engagement processes elevate voices and perspectives historically excluded from decision-making. Represents the Commission in interagency workgroups, policy forums, and cross-sector partnerships to advance coordination and alignment across systems of care, including education, criminal justice, social services, and health care.
5%	Executive Team Leadership and Other Duties as Assigned As a member of the Commission's Executive Team, provides leadership requiring flexibility, sound judgment, and responsiveness to emerging and urgent issues. Maintains effective working relationships with community partners, subject matter experts, and federal, state, and local officials. Fosters an inclusive, respectful, and culturally responsive work environment that values diversity, lived experience, accountability, collaboration, and continuous learning. Represents and speaks on behalf of the Commission and the Executive Director as needed, including at public meetings and legislative hearings, and performs other related duties as assigned.

NON-ESSENTIAL FUNCTIONS	
5%	Represents and speaks for the Commission and the Executive Director at various meetings with community partners, the public, other state, federal and local officials, and the media. May be asked to testify at Legislative hearings or other opportunities on behalf of the Commission and/or the Executive Director.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.	

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Class: CEA (B) Deputy Director		Name:			
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: Workstation; meetings; training.					X
STANDING: Copy documents; review records.		X			
BALANCING:	X				
CONCENTRATING: Review documentation for accuracy.					X
COMPREHENSION: Ability to advise the Executive Director, Commission, and the Administration on highly sensitive politically salient, and complex issues related to BHSA policies and programs.					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 _____