

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Grant Programs and System Innovation Division	
Position No: 475-570-4801-906	Date: 08/13/2026
Class: Supervisor II Limited Term	Name: VACANT
Subject to Conflict of Interest: Yes	CBID: S01 WWG: E
Description of the position's organizational setting and major function: The Supervisor II will oversee the Commission's Grant Programs and System Innovation Team, ensuring the effective management of programs, compliance with policies, and delivery of high-quality behavioral health services statewide. Under the general direction of the Assistant Deputy Director of Grant Programs & System Innovation Division, the Supervisor II will perform the following duties:	
Time spent performing duties (%):	ESSENTIAL FUNCTIONS
30%	Strategic Grant Governance & Systems Architecture Systems Architecture: Design the agency's enterprise-wide grant lifecycle framework, from RFA development to close-out. Establish standardized workflows, templates, and checkpoint protocols that ensure compliance with State Administrative Manual (SAM) and State Contracting Manual (SCM). Policy Governance: Serve as an internal authority on grant-related policy interpretation. Draft, maintain, and update the Agency Grant Operations Manual to provide a "single source of truth" for the team and the Commission. Risk & Compliance Strategy: Identify high-level agency risks within the grant portfolio. Develop and oversee a proactive compliance strategy that minimizes audit findings and ensures all expenditures are fiscally defensible. Digital Transformation: Provide leadership for the implementation and maintenance of the Commission's grant management software/portal, ensuring it is configured to support the team's workflow and provides real-time data for leadership.
25%	Staff Development and Management Establishment and Onboarding: Direct the recruitment and rapid onboarding of a new unit. Develop and deliver an intensive training curriculum on the State Administrative Manual (SAM), State Contracting Manual (SCM), grant lifecycle management, and departmental business processes to ensure all staff reach baseline proficiency rapidly. Capacity Building and Mentorship: Act as the primary mentor and coach for a team of new staff. Provide hands-on guidance on complex grant-related tasks, including RFA development, contract

	drafting, and technical assistance delivery. Foster a culture of continuous learning where technical expertise is built and shared across the unit. • Performance Management and Standards: Implement a strong professional development and performance management process. Set clear expectations and track progress on project milestones. Provide regular coaching and constructive feedback. Complete probationary and annual performance reviews to ensure all staff meet the unit's standards for both the quantity and quality of their work. • Strategic Workforce Development: Identify the specific skills needed to support internal cross-departmental partners and develop professional development resources (i.e., job aids, desk guides, etc.) for team members. Rotate assignments during the team's infancy to expose staff to different grant programs, ensuring cross-training and building a resilient, flexible workforce. • Team Dynamics and Workflow Integration: Lead team meetings to align on agency goals, resolve technical roadblocks, and refine unit workflows. Foster a collaborative environment that balances the need for rigorous compliance with a service-oriented, supportive approach when assisting other agency teams.
25%	Cross-Functional Integration & Consultative Support • Programmatic Partnership: Serve as a key advisor to program leadership throughout the grant lifecycle. Provide proactive consultation during the RFA development phase to preemptively identify compliance risks and ensure solicitations meet all regulatory standards prior to release. • Conflict Resolution: Resolve complex procurement and compliance bottlenecks that emerge between the units. • Internal Service Delivery: Manage the unit's "service portfolio," ensuring that the team effectively supports internal partners with RFA drafting, grantee monitoring, TA development, and data collection.
15%	Data-Driven Evaluation & Continuous Improvement • Data-Driven Program Insights: Direct the unit in synthesizing monitoring data (e.g. site visits, fiscal reports) into actionable intelligence. Use this data to support status reports for executive leadership. • Continuous Improvement Cycles: Institutionalize a "lessons learned" process. After each grant cycle, conduct debriefs with internal and external stakeholders to identify what went right/wrong and systematically update internal SOPs accordingly.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned
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. 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 the technical, analytical and administrative work within the Grant Programs and System Innovation Division.					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 _____