

DUTY STATEMENT

Classification: Analyst II	
Working Title: Behavioral Health Continuum Infrastructure Program (BHCIP) Analyst	
Program: Behavioral Health Continuum Infrastructure Program	
Division: Community Services Division	
Branch: Behavioral Health Expansion Branch	
Section: BHCIP Policy and Program Monitoring	
Unit: Policy and Program Monitoring Unit 1	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 806-451-5393-751
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: The Behavioral Health Expansion Branch (BHEB) within the Community Services Division (CSD) administers the Behavioral Health Continuum Infrastructure Program (BHCIP) grant and the Behavioral Health Infrastructure Bond Act of 2024 (BHIBA). BHCIP provides competitive grants to qualified entities to construct, acquire and rehabilitate real estate assets, or to invest in infrastructure, for the expansion of community continuum of behavioral health treatment resources. BHIBA is a general obligation bond to develop an array of behavioral health treatment, residential care settings, and supportive housing to help provide appropriate care facilities for Californians experiencing mental health conditions and substance use disorders. Under direction of the Supervisor I, the Analyst II is responsible for developing, operationalize, and administering tasks related to BHCIP and BHIBA. The Analyst II is responsible for the implementation, administration, oversight, and evaluation of the BHCIP and BHIBA. Duties may include performance oversight and monitoring of contractors and grant-funded programs to determine compliance with project, contract, plan, and agreement requirements, terms, conditions, and services. Duties also consist of generating policies and procedures, as well as providing technical assistance, training and administrative support, as needed. Up to 25 percent overnight statewide travel by airplane, train, automobile, or public transportation is required.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
40%	Independently develops, implements, and monitors grant processes for the administration of the BHCIP and BHIBA program. Participates in the preparation, review, and award processes for Request for Applications (RFA). Develops reporting and monitoring systems for BHCIP and BHIBA projects and confirms compliance contract deliverables, oversees program implementation to ensure compliance with federal and state statutes, regulations, policy and processes, and general cost principals. Conducts quality assurance reviews of applicant/grantee data and information collected through the application process and grantee quarterly reports. Maintains and tracks accurate project documentation, identifies and resolves issues, provides administrative and programmatic technical assistance, and policy development support. Creates accurate data, reports, and necessary materials to support program needs, inquiries, and special projects. Conducts on-site and desk reviews of administrative consultants and grantees and issues reports based on reviews.
30%	Independently completes a variety of complex drills, ad-hoc inquiries, and special projects in a timely manner by developing, creating, and editing reports, and/or spreadsheets, and composing correspondence when needed. Confer with departmental program and managerial staff on related drills, inquiries, or special projects. Participates and transcribes in grantee meetings, provides training and technical assistance (TTA) related to facility license and/or certification requirements, project construction completion and ongoing monitoring post-construction of project. Attends and participates in meetings with internal and external stakeholders and work groups. Provide TTA to contractors and stakeholders and prepare TTA materials as needed. TTA audiences may include, but not limited to, city and county administrators, Department of Health Care Services (DHCS) staff, grantees, public/constituents, federal and state agencies, contractors, private entities, and other organizations.
25%	Independently conducts completed staff work to develop the Department's regulations, policy and programs; researches and analyzes behavioral health trends, gaps, and policy impacting BHCIP and BHIBA projects, and provide recommendations to management. Assist in the review and preparation of legislative proposals, recommending policy and procedure changes. Develops background papers, letters, memos, and a variety of internal program reports and materials. Maintains and tracks all programmatic components by using Excel, Word, other software and databases to support the efforts of BHCIP and BHIBA. Attends meetings and trainings as needed to stay abreast of CSD's new and current guidelines, policies, and procedures.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor I _____.

Supervision Exercised: (check all that apply)☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

- Ability to prioritize workload, adapt to changes in workload, and shift focus when needed;
- Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders;
- Ability to multi-task and adapt to a changing environment; functioning effectively under demanding and competing deadlines and priorities;
- Ability to work on confidential and sensitive assignments, and consistently exercise a high degree of initiative, independence, sound judgment in performing assigned tasks;
- Ability to analyze situations and adopt effective courses of actions and/or processes;
- Effective communication, business acumen, decision making, and problem-solving skills;
- Excellent interpersonal and communication skills (written and verbal); and
- Ability to work effectively as an individual and as part of a team.

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Heidi GladueAnalyst Signature:
Heidi GladueDigitally signed by Heidi Gladue
Date: 2026.01.07 09:22:44 -08'00'Date:
01/07/2026**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: