

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Grant Programs and Systems Innovation	
Position No: 475-570-5393-906	Date 08/25/26
Class: Analyst II (Limited Term)	Name: VACANT
Subject to Conflict of Interest: yes	CBID: R01
Description of the position's organizational setting and major function: Under the general direction of the Supervisor II within the Grant Programs and Systems Innovation unit, the Analyst II independently performs the more complex and technical project management, fiscal, and analytical work associated with the development, administration, and monitoring of grant projects, including budgets for statewide grant programs. Responsibilities include the fiscal stewardship of public funds by ensuring transparent, compliant, and data-driven financial oversight throughout the full grant lifecycle; developing and maintaining project management plans; identifying, defining, and organizing project milestones; and creating standardized tools and resource materials to streamline contract development and monitoring procedures. The Analyst II collaborates closely with program staff, grantees, administrative and fiscal offices, and cross-functional partners to ensure project budgets align with statutory requirements, Commission priorities, and best practices in public grant management. May provide lead direction to analytical staff on project management and fiscal tasks.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
20%	Timeline and Workflow Coordination for Grant Processes Develop, track, and manage key timelines for RFA/RFP development, contract development, and grant monitoring activities. Coordinate with internal stakeholders to ensure deadlines are met, processes remain aligned, and workflow dependencies are clearly communicated and supported. - Develop and monitor detailed project schedules and workflow maps for all phases of the grant lifecycle. - Coordinate cross-team planning meetings, workflow reviews, and timeline check-ins. - Identify risks to timelines, communicate delays, and recommend mitigation strategies. - Maintain master calendars, milestone trackers, and readiness checklists for RFA/P release, contract execution, and monitoring deadlines. - Document procedural changes that affect timeline expectations and ensure updates are communicated to staff and stakeholders.
20%	Fiscal Monitoring and Stewardship of Grant Funds - Monitor the fiscal health of assigned grants, including expenditure tracking, burn-rate analysis, budget variance reviews, and forecasting. - Perform in-depth fiscal analyses to identify fiscal risks, underspending, overspending, or compliance concerns, and recommend corrective actions.

15%	• Review and approve grantee invoices, progress reports, and budget modification requests. • Ensure grantee spending adheres to contract terms, state regulations, and federal or local requirements as applicable. Cross-Functional Collaboration and Process Improvement • Facilitate information sharing to ensure fiscal, programmatic, and data requirements are aligned across teams. • Provide fiscal subject-matter expertise during the development of engagement plans, RFAs/RFPs, contract amendments, and performance monitoring activities. • Identify opportunities to improve fiscal workflows, templates, tools, and guidance for staff and grantees. • Contribute to the enhancement of financial tracking systems, dashboards, and platforms used to manage grant portfolios. • Support inter-unit coordination when developing solicitations, contract scopes, monitoring tools, or legislative/public deliverables. • Participate in workgroups, process-improvement efforts, and internal planning activities. • Contribute to staff training materials and internal guidance documents related to grant processes.
15%	Financial Reporting, Documentation, and Compliance • Prepare budget summaries, fiscal analyses, and financial sections of legislative reports, Commission reports, and internal briefings. • Maintain accurate fiscal documentation and ensure all financial records meet retention and audit-readiness requirements. • Support internal and external audits, data requests, and fiscal compliance reviews. • Track, document, and report on financial milestones, expenditures, and performance indicators tied to grant outcomes.
15%	Grant Budget Development and Analysis • Lead the development and review of detailed project budgets for grant solicitations, proposals, and contract packages. • Analyze budget justifications, cost allocations, and allowable costs to ensure compliance with state requirements, program guidelines, and applicable funding statutes. • Provide technical assistance to applicants and grantees on budget preparation, revisions, and cost-reasonableness standards. • Support the development of funding recommendations and fiscal scoring criteria for competitive grant processes.
10%	SharePoint and Document Management Infrastructure Manage and maintain program-related SharePoint sites and repositories to support effective information sharing and knowledge management. Ensure all records meet state grant record retention requirements and are stored, organized, and archived in accordance with applicable policies and guidelines. • Develop and maintain folder structures, naming conventions, metadata standards, and permission settings. • Support staff in uploading, organizing, and retrieving documents; provide training as needed.

	• Monitor compliance with version control, document retention schedules, and archiving requirements. • Coordinate with IT to resolve access issues, system updates, and security needs. • Create and maintain reference libraries, program archives, and standardized content repositories.
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NON-ESSENTIAL FUNCTIONS	
5%	Perform other related duties as required.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required as well as some after-hours attendance for site visits/meetings.	

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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 internal/external stakeholders both over the phone and in writing					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 state rules, policies and regulations as well as the ability to perform research on various topics, coordinate complicated schedules and plan meetings/site visits.					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 _____