

DUTY STATEMENT

Classification: Supervisor I	
Working Title: Unit Chief	
Program: Behavioral Health	
Division: Community Services	
Branch: Community Support	
Section: Behavioral Health Grants Section	
Unit: Contracts and Policy	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: S01	Position Number: 806-451-4800-014
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: Under the general direction of the Behavioral Health Grants Section (BHGS) Chief, the Supervisor I is responsible for the Contracts and Policy Unit (CPU), which serves as the contract liaison between contractors and SUDS, as well as between BHGS and the Department of Health Care Services (DHCS) Contracts Division. The Supervisor I plans, organizes, and directs the work of staff responsible for assisting in developing, operationalizing, and administering the contract and monitoring activities related to the State's Opioid Settlement Funds (OSF) Naloxone Distribution Project (NDP) and Medication Assisted Treatment (MAT) Expansion Project. Duties additionally include overseeing the Unit's efforts to monitor contractors and grant-funded programs to determine compliance with project, contract, and agreement requirements, terms, conditions, and services. The Supervisor I will be responsible for the supervision of Analysts. The Supervisor I plans, assigns, and participates in generating policies and procedures, as well as providing training and administrative support, as needed. The Supervisor I interfaces with other state departments, provider organizations, and various stakeholders. Periodic statewide travel 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%	Direct, supervise, and coordinate contract administration, outcome reporting, and monitoring responsibilities related to the NDP and the MAT Expansion Projects. Oversee staff who serve as contract liaisons between contractors and BHGS, as well as between BHGS and the DHCS Contracts Division. Plan, organize, and direct staff assisting with analyzing, developing, processing, and monitoring contracts and agreements with State departments, state and county agencies, private entities, non-profit entities, and other organizations. Oversee the work of staff ensuring compliance with applicable laws, rules and regulations. Oversee the development Request for Applications (RFA) and Request for Proposals (RFP). Participate and select staff to review and score responses to RFAs and RFPs. Supervise generating and processing new and amended contract and agreement documents. Plan, organize, and direct staff reviewing contractor and stakeholder reports. Oversee and perform contract closeout workload.
25%	Oversee the development of a comprehensive monitoring plan. Plan, direct, and supervise staff overseeing and monitoring contracted and subcontracted services, to include travel to contractor and subcontractor facilities to perform on-site reviews and inspections. Travel independently or with staff to oversee and monitor contracted and subcontracted services. Supervise evaluation of financial documentation, administrative policies and procedures, and employee records. Review post-inspection reports documenting on-site and off-site review findings. Review corrective action plans regarding deficiencies cited during on-site and off-site reviews. Interpret and apply laws, statutes, regulations, and standards to promote compliance.
20%	Directly and through subordinate staff, perform continuous engagement with a diverse set of stakeholders, including all participating administrative entities and grantees; state and federal departments, authorities, and agencies; associations; and the general public. Participate on various intra/interdepartmental work groups, and internal/external stakeholder committees and other meetings as applicable to assigned work responsibilities. Respond to inquiries from the public and stakeholders via telephone or written correspondence. Keep management informed of any communications with other departments.
10%	Perform various supervisory responsibilities such as personnel recruitment, hiring, and training. Conduct staff meetings. Identify goals, objectives, and priorities and provide orientation and on-the-job training to new staff. Evaluate and provide feedback to staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments/behaviors, good communication. Complete timely probationary and annual performance reports. Initiate and/or participate in the progressive discipline process to correct/improve employee performance and behavior utilizing various resources and techniques. Participate in Unit/Section/Branch/Division meetings as required. File documentation according to CPU's policies and standards. Supervise and oversee updates

Description of Duties:	
% of Time	Essential Functions
	to CPU’s policies and procedures. Ensure all public facing documentation conforms with Americans with Disabilities Act standards. Assist with special grant and contract projects and assignments, as needed.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as assigned.

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

BHGS Chief, Supervisor II

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:**

-Excellent oral and written communication skills; should be able to compose clear, concise, and effective memos, letters, and analyses with a high level of professionalism.

-Strong analytical skills. The candidate should be experienced in reviewing and analyzing documents and/or applications for completeness according to policies, procedures and/or regulations.

-Exceptional time management and organizational skills to meet deadlines and manage multiple competing priorities.

-Competency in using essential office software such as Microsoft Outlook, Word, Excel, PowerPoint.

-Experience in policy, fiscal, and data analysis used to develop statewide policies, procedures, and innovative solutions. Skills with utilizing data to track, evaluate, and increase program performance.

-Ability to plan proactively, respond to adversity effectively, and manage multiple complex issues

- Effective supervisory skills that includes the ability to create a collaborative work environment to achieve program goals.

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:
Jennifer VangAnalyst Signature:
Jennifer VangDigitally signed by Jennifer Vang
Date: 2026.07.21 14:40:08 -07'00'Date:
07/21/2026**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: