

DUTY STATEMENT
Behavioral Health Services Oversight & Accountability Commission

PART A	
Research and Evaluation Division	
Position No: 475-550-5662-001	Date: September 21, 2026
Class: Research Scientist Manager	Name: VACANT
Subject to Conflict of Interest: Yes	CBID: M10 WWG: E
Description of the position's organizational setting and major function: Under the broad administrative direction of the Chief Deputy Director (CEA) of Administration and Performance Management and indirectly to the Executive Director, the Research Scientist Manager (RSM) serves as the Deputy Director of the Research and Evaluation Division. The RSM uses research, evaluation, and related expertise to lead efforts in measuring, assessing, and understanding the impact of California's behavioral health system in meeting the behavioral health needs of California's residents. The incumbent is the research leader for the Commission and is responsible for providing guidance and leadership in directing complex and relevant research studies of the statewide impact of these politically and socially sensitive programs. The RSM will lead critical statewide research efforts – including evaluations, data analysis and efforts to communicate findings to a range of decision-makers – to ensure that the public mental health system is well understood, and that Commissioners and other policymakers have relevant knowledge to inform their decision-making. The RSM will work with behavioral health consumers, family members, state and local agency leaders, behavioral health experts, and other stakeholders in advising the executive leadership of the Commission and Commissioners in determining data analytic, research and evaluation priorities. The RSM will be responsible for the supervision of designated staff.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Under broad administrative direction, supervise data analytics, research and program evaluation staff. Provide administrative guidance and leadership to design, direct, oversee, conduct, draw conclusions from and communicate to external audiences about major complex research related to evaluating outcomes associated with California's behavioral health system. Oversee research, evaluations, and assessments to support decision-making focused on ensuring that public funds are expended in the most cost-effective manner and that services are provided in accordance with recommended best practices. Collaborate and coordinate with the Commission's Deputy Director of Grants, Programs, and System Innovation, the Deputy Director of Legislative and External Affairs, and the Chief Counsel to identify and implement research and data analysis strategies and activities to support Commission activities and communicate findings to internal and external audiences.
20%	Under broad administrative direction, as the RSM Data Officer, provide leadership and administrative guidance to the overall planning and execution of the Commission's Data Transparency and Communication Strategy, including overall planning and implementation for the Commission's program evaluation/outcomes monitoring strategy. Serve as Principal Investigator on all Division and Commission data agreements as required.
10%	Provide data, theoretical, methodological, and evaluation expertise to support mental health research throughout the State. Consult with researchers, evaluators, Commissioners, and executive management; collaborate with and provide support to staff from the California Department of Health Care Services and other state departments, and other public and private entities on mental health research priorities, best practices, and appropriate use of data, information and analyses to improve mental health service delivery, including for policy development, training and technical assistance and capacity building.

10%	Consult with the State Department of Health Care Services and other state and local entities to ensure the adequacy and quality of data and information for the Commission to utilize in its oversight, review, and understanding of projects and programs supported with Behavioral Health Services Act (BHSA) funds. Support the capacity of counties to conduct effective and useful evaluations of mental health services, including data collection and reporting.
10%	Provide leadership, guidance, support and technical expertise to committees and subcommittees of the Commission, as directed, and provide interpretations of research and related findings to inform Commission decisions. May serve as a spokesperson for the Commission in the area of scientific expertise.
5%	Direct the analysis of relevant scientific, technical, and public mental health information related to unexplored areas of mental health throughout the state and direct the integration of the information into evaluation questions and quality improvement efforts. Utilize research and data to develop and document new best practices that emerge from BHSA programs, particularly those being designed and implemented by diverse communities. In collaboration with the Commissioner's communications staff, direct the publication of results and uses of statewide evaluation data in various outlets, including peer-reviewed journals.
5%	Support, lead and participate in presentations to State and national mental health experts and the mental health community on the research conducted and on implications for healthcare delivery. Provides scientific support and direction for the legal, legislative, and regulatory actions that occur in public health policy development.

NON-ESSENTIAL FUNCTIONS

5%	Special projects and other duties as required
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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. Limited in-state travel required (10%), including occasional overnight stays. Clearance by a DOJ background check may be requested.

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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 research data as it applies to the current research projects					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 _____