DUTY STATEMENT

Classification: Analyst II	
Working Title: Analyst II	
Program: Behavioral Health	
Division: Medi-Cal Behavioral Health – Policy Division (MCBH-PD)	
Branch: Community and Crisis Care Programs Branch (CCCPB)	
Section: Crisis Care Section (CCS)	
Unit: Crisis Care Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 806-476-5393-725
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 direction of the Supervisor I, the Analyst II works to support the efforts of the Crisis Care Section with the development, implementation, and administration of various mental health and substance use related programs, such as the 988 Suicide & Crisis Lifeline (988) Program and the Medi-Cal Mobile Crisis Services benefit, to provide lifesaving behavioral health interventions for California's high risk populations.

The Analyst II provides administrative and technical support, program evaluation and planning, program monitoring, policy analysis, and budgeting to the Crisis Care Section. Additionally, the Analyst II works with stakeholders on implementation plans, develop and issue guidance, and amend regulations. The Analyst II serves as a subject matter generalist and perform various administrative and independent duties to ensure successful implementation and administration of all behavioral health programs related to the Crisis Care Section. Travel may be required up to 5% of the time.

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**
30%	Serve as a subject matter generalist in areas related to Crisis Care Section services, including the 988 Program and the Medi-Cal Mobile Crisis Services benefit. Conduct high-level analysis of program initiatives and make recommendations to management. Review and analyze proposed legislative materials and advise management on the potential program impact. Coordinate with other programs/units on cross-divisional assignments involving the coordination and implementation of crisis care initiatives. Advise and consult leadership, counties and others on matters closely related to the implementation and overall operations of crisis care programs and services. Attend and participate in various meetings related to the activities of the Section. Analyze program data to identify statewide trends, program outcomes, and compile reports. Lead efforts on various program projects and report on progress and outcome. Review and analyze data to determine compliance with federal and state laws and regulations; issue corrective actions when necessary to verify compliance. Track project timelines, deliverables, and reporting requirements. Coordinate and monitor contractor work products to ensure all deliverables outlined in the contract are completed accurately and on schedule. Review, validate, and process contractor invoices. Track and review contractor budget and fiscal activities. Support the development of contracts by working with the MCBH-PD contracts team by drafting statements of work and deliverable schedules for review by management. Additionally, track and ensure successful execution of contracts.
25%	Support section with the creation and implementation of standardized data collection processes. Support statewide data extraction efforts, analysis, and development of performance measures. Monitor the development of policies and procedures related to the roll out of programs and activities that support crisis care programs and services. Conduct inquiries into program performance, legislative, and quality concerns that may arise. Collaborate with management and legal counsel to review, update, and finalize 988 Network application and membership processes.
20%	Support the Section in the development of behavioral health information notices (BHINs) relating to the program. Collaborate with stakeholders to obtain feedback on BHINs, FAQs, and policy notifications. Confer with local, city, county, state and federal agencies regarding any issues or concerns arising in matters of compliance and administrative operations. Address stakeholder feedback as it pertains to program related matters. Independently prepare bill analyses, budget change proposals and administrative actions required to address funding issues and program operations. Prepare correspondence materials and proposals to change legislation or create new legislation. Identify and assess new mandates, policies, laws, and legislation to consult and make recommendations to management on potential impacts to existing regulations and policies. Receive, analyze, and answer inquiries from internal and external stakeholders.

Description of Duties:	
% of Time	**Essential Functions**
20%	Collaborate with management to develop and implement training standards and guidance for 988 Crisis Centers. Draft and refine procedures related to 988 staffing and training standards, 988 Crisis Center and counselor performance standards, compliance and corrective actions, data collection and reporting, budgeting procedures, and statewide oversight of 988 Crisis Center membership. Support the development of statewide processes for admitting prospective 988 Crisis Centers to the California 988 Network.

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Performs other duties as assigned. May require overnight travel with up to one day overnight stay.

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:
- Demonstrated experience conducting complex policy or program analysis in a public-sector or behavioral health setting.
- Strong written communication skills, including drafting policy guidance, reports, and executive-level briefing materials.
- Experience coordinating with counties, stakeholders, or external partners on program implementation issues.
- Ability to manage multiple complex assignments concurrently and meet demanding deadlines with minimal supervision.
- Knowledge of Medi-Cal behavioral health policy, crisis services, or community-based behavioral health systems.

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:	Analyst Signature:	Date:
Jennifer Vang	Jennifer Vang Digitally signed by Jennifer Vang Date: 2026.10.15 07:39:59 -07'00'	10/15/2026

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:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. **Essential Functions:** Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. **Marginal Functions:** Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. **Under Close Supervision:** Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. **Under Supervision:** The position is subject to continuous and direct control. **Under General Supervision:** The position is subject to a minimum of continuous and direct control. **Under Direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker. **Under General Direction:** This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. **Under Administrative Direction:** This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).