DUTY STATEMENT
Behavioral Health Services Oversight & Accountability Commission

PART A	
Legislative and External Affairs Division	
Position No: 475-550-7500-004	**Date: November 17, 2026**
Class: CEA B	**Name:**
Subject to Conflict of Interest: Yes	**CBID: Workweek Group:**

Description of the position's organizational setting and major function:
Under the direction of the Chief Deputy Director, the Deputy Director for the Legislative and External Affairs Division, is responsible for the Commission's legislative, interagency, advocacy grant, meeting coordination, public affairs and external engagement activities. On behalf of the Commission, the Deputy Director advises the Legislature and the administration regarding behavioral health priorities, elevates the Commission's priorities and perspectives in policymaking venues, and seeks to improve the overall effectiveness of state policies. The Deputy Director conducts and coordinates legislative and regulatory analyses, develops legislative and budget change proposal strategies, represents the Commission before the Legislature and administration, and coordinates the Commission's activities with other departments and interagency work groups focused on timely issues. The Deputy Director provides executive leadership over the Commission's policy development projects, including research, public engagement, and discernment. The Deputy Director provides executive leadership for the public communications strategy and the Commission's portfolio of advocacy grants that focus on education, outreach, and stigma reduction activities. The Deputy director leads the planning, organization and coordination of Commission meetings across Divisions. The Deputy Director also provides executive guidance and ensures excellence in the community engagement activities embedded in virtually all Commission activities.

Percentage of time performing duties:	**ESSENTIAL FUNCTIONS**
25%	Testifies before legislative committees; submits legislative analyses to legislative staff; and responds in writing and verbally to questions regarding proposed legislation, regulations, and modifications as they arise. Responds to questions from the Governor's Office, Department of Finance, other departments, advocates, the Legislature, Commission Executive Management, community stakeholders and other interested parties. Develops and provides alternatives and recommendations regarding legislation and regulations affecting behavioral health services in California. Identifies strategies for potential legislative and budget change proposals. Drafts legislative and budget change proposal language and related supporting documents and oversees related processes and timelines. Conducts, coordinates, and reviews analyses of legislative bills and regulations affecting California's behavioral health system. Negotiates amendments consistent with the Commission's needs and positions. Represents the Commission's positions during interactions with the Legislature and administration. Tracks and reports on legislation under consideration by the Legislature or submitted to the Governor. Meets with bill sponsors and other stakeholders to discuss and resolve issues.

20%	Provides executive leadership and oversight for the Commission's community advocacy grants. Provides direction to the team responsible for administering these grants and establishes program priorities, work plans, timelines, and performance expectations. Oversees grant-program implementation, stakeholder communications, application and award-related processes, monitoring, evaluation, reporting, compliance, and issue resolution. Ensures that the advocacy grants are administered consistently, efficiently, and in alignment with Commission priorities, applicable laws, regulations, policies, and grant requirements. Coordinates with Commission leadership, Division staff, grantees, community-based organizations, governmental entities and other stakeholders regarding grant program priorities, implementation, performance and outcomes. Reviews program deliverables and provides recommendations regarding program improvements, resource needs and corrective actions. Supervises assigned staff responsible for the advocacy grants, including assigning and reviewing work, establishing performance expectations supporting staff development, evaluating performance and managing workload and resources.
15%	Leads the planning, organization, and coordination of Commission meetings across Divisions. Coordinates with Commissioners, Executive Management, Division deputy directors, managers, supervisors, and staff to develop agendas and identify, prioritize, and sequence matters for Commission consideration. Coordinates the preparation, review, and timely distribution of meeting materials, presentations, briefing documents, and related information. Coordinates meeting logistics and supports effective communication among Divisions before, during, and after Commission meetings. Tracks Commission decisions, assignments, deadlines, and follow-up actions. Establishes processes to ensure that responsible Divisions and staff receive, understand, and timely complete meeting-related assignments. Identifies delays, unresolved issues, and cross-divisional dependencies and elevates them to appropriate leadership.
15%	Provides executive leadership over the Commission's policy development projects, including research, public engagement, stakeholder engagement, analysis, and discernment. Coordinates directly with program staff and/or through managers and supervisors on special projects relative to the Commission's legislative, public affairs, grant, meeting coordination and external engagement responsibilities. Maintains current knowledge of issues, topics, current events, and emerging developments that affect or relate to the Commission's functions, policies, grants, community engagement activities and behavioral health services. Develops recommendations, briefing materials and policy options for Commission leadership and other decision-makers.
10%	Provides executive leadership for the Commission's public communications strategy and portfolio of education, outreach, and stigma-reduction activities. Coordinates with internal programs, external partners, community organizations, governmental entities, and other stakeholders to ensure that communications and outreach activities are accurate, timely, accessible, and consistent with Commission priorities. Provides executive guidance and ensures excellence in community engagement activities embedded in Commission programs, grant activities, policy development, public meetings, and other Commission initiatives.
5%	Coordinates the Commission's activities with other departments and interagency workgroups focused on timely behavioral health issues. Promotes cross-divisional and interagency communication, identifies shared priorities and resource needs, and supports consistent implementation of Commission decisions, policies, and initiatives.
5%	Monitors the timely submission of legally mandated reports to the Legislature and other required entities. Coordinates with responsible Divisions and staff to track reporting requirements, review submissions, identify potential delays, and ensure

	that required reports are completed and submitted in accordance with applicable deadlines.
NON-ESSENTIAL FUNCTIONS	
5%	Other duties as required.

OTHER

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.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.

Some travel may be required.

Position No: 475-550-7500-004	Date: April 1, 2026
Class: CEA B	Name: Kendra Zoller

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.					×
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					×
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					×
WALKING: Within the department to various units.		×			
SITTING: Work station; meetings; training.					×
STANDING: Copy documents; review records.		×			
BALANCING:	×				
CONCENTRATING: Coordinates the Commission's activities with other departments and with interagency work groups focused on timely issues.					×
COMPREHENSION: Understand information as it applies to the position. Responsible for oversight of the BHSOAC's Legislation and interagency activities					×
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					×
LIFTING UP TO 10 LBS:		×			
LIFTING 10-25 LBS:	×				
LIFTING 25-50 LBS:	×				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				×	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.		×			
CARRYING: Transport documents.		×			
CLIMBING: Stairs.	×				
BENDING AT WAIST: Use copier; access low file drawers.		×			
KNEELING: Access low file drawers.		×			
PUSHING OR PULLING: Open and close file drawers.		×			
HANDLING: Sort paperwork; distribute mail.				×	
DRIVING: Special events.	×				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					×
WORKING INDOORS: Enclosed office environment.					×
WORKING OUTDOORS: Special events.	×				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.	×				

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 _____