

DUTY STATEMENT
Mental Health Services Oversight & Accountability Commission

PART A	
Research & Evaluation	
Position No: 475-550-5580-XXX	Date: 5/30/24
Class: Research Scientist I	Name:
Subject to Conflict of Interest: Yes	CBID: R10
Description of the position's organizational setting and major function:	
Under the general direction and supervision of the Research Scientist Supervisor I, the Research Scientist I (RS I, Social/Behavioral Sciences) I serves as an entry-level social and behavioral scientist and key member of the Research and Evaluation Division at the Mental Health Services Oversight and Accountability Commission (MHSOAC). The RS I will work as a team member with other Research Scientists and Data Analysts to assist and support conducting scientific research studies and evaluation activities for management, the Commission, and committees. Duties require contact with Commissioners, Legislators, Legislative staff, State agencies, local mental health representatives, advocacy groups, mental health clients and family members, and various stakeholder organizations. Limited in-state travel required (10%), including occasional overnight stays. Clearance by a DOJ background check may be requested.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Assist with the monitoring and evaluation of the Mental Health Services Act (MHSA). Collaborate with senior scientific staff to coordinate evaluation, data collection, and TA activities. Develop knowledge and understanding of mental health and population-based prevention and early intervention, current research, and studies on student mental health. Assist in presenting research and evaluation findings to staff, management, commissioners, the public, and other stakeholders to inform policy and practice.
25%	Validate, format, and organize structured and unstructured data and conduct summary statistics and additional analyses as needed. Use data to track, monitor, and assess the potential impact of MHSA funded activities and programs and use this review to recommend action items, including policy recommendations. Employ data visualization tools to make data easy to understand and accessible to the public.
25%	Provide project management support for MHSA by tracking and monitoring project processes. Support collaboration and coordination between internal and external stakeholders as directed. Manage external evaluation contracts, including the development, review, and monitoring of deliverables.
15%	Attend and participate in meetings of the Commission as directed, including internal and external meetings with subject matter experts, community members, and Commissioners. Support the planning and convening of meetings and community engagement events to support information gathering for research and evaluation purposes. Work with stakeholder organization activities.
NON-ESSENTIAL FUNCTIONS	
5%	Other activities as directed.
OTHER	

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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.					
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: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and/or processes.					
COMPREHENSION: Understand employee needs as it relates to laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of teamwork.					
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 _____