

**DUTY STATEMENT**  
**Mental Health Services Oversight & Accountability Commission**

<b>PART A</b>	
<b>Mental Health Fellow (Clinician)</b>	
<b>Position No: 475-550-4660-XXX</b>	<b>Date: 6/6/24</b>
<b>Classification: Special Consultant Fellow Clinician</b>	<b>Name:</b>
<b>Subject to Conflict of Interest: Yes</b>	<b>CBID: E Workweek Group: E</b>
<p>Under the general direction of the Chief of Program Operations, the Mental Health Fellow (Clinician) renders expert assistance to support the development and execution of multiple mental health projects using a public health or macro social work perspective. The Fellow will use their voice and expertise in the mental health field to infuse research and best practices into the Commission’s policy-making and planning activities. The Fellow will utilize their crucial perspective to ensure the work of the Commission is accessible and understandable to mental health consumers, mental health professionals, and the general public.</p>	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
25%	Provide expertise and perspective to the Chief of Research and Evaluation to inform and support workplace mental health efforts, projects, and policies to reduce stigma, increase service uptake, and improve outcomes for employees across the state of California.
25%	Under the guidance of the Chief of Research and Evaluation the fellow will utilize their expertise, perspective, and knowledge to develop of a series of briefs outlining the prevalence, impact, trends, and current best practices related to substance use disorders, homelessness, and other population health indicators as appropriate.
25%	Under the guidance of the Chief of Research and Evaluation the fellow will utilize their expertise, perspective, and knowledge to identify key variables of interest and the scope of their application, for the numerous client services, crisis services, education, incarceration, and hospital data sets in the MHSOAC data warehouse.
20%	Design and complete a self-directed project.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other duties as required.
<b>OTHER</b>	
This position is mostly telework, but occasional in-person meetings may be required.	

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<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<b>VISION:</b> View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
<b>HEARING:</b> Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
<b>SPEAKING:</b> Communicate with staff, residents, and the public in person and via telephone; interact in meetings.					X
<b>WALKING:</b> Within the department to various units.		X			
<b>SITTING:</b> Workstation; meetings; training.					X
<b>STANDING:</b> Copy documents; review records.		X			
<b>BALANCING:</b>		X			
<b>CONCENTRATING:</b> Review documentation for accuracy; complete forms; research laws, rules and/or processes.				X	
<b>COMPREHENSION:</b> Understand literature reviews, research articles, data dictionaries, and policy brief as it applies to the position.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules, and processes with minimal guidance.					X
<b>LIFTING UP TO 10 LBS:</b>		X			
<b>LIFTING 10-25 LBS:</b>	X				
<b>LIFTING 25-50 LBS:</b>	X				
<b>FINGERING:</b> Push telephone buttons, calculator keys, and computer keyboard.				X	
<b>REACHING:</b> Answer telephone; use a mouse; retrieve documents from printer.				X	
<b>CARRYING:</b> Transport documents.		X			
<b>CLIMBING:</b> Stairs.	X				
<b>BENDING AT WAIST:</b> Use copier; access low file drawers.		X			
<b>KNEELING:</b> Access low file drawers.		X			
<b>PUSHING OR PULLING:</b> Open and close file drawers.		X			
<b>HANDLING:</b> Sort paperwork; distribute mail.		X			
<b>DRIVING:</b> Special events.		X			
<b>OPERATING EQUIPMENT:</b> Computer, telephone, copier, printer, fax machine.					X
<b>WORKING INDOORS:</b> Enclosed office environment.					X
<b>WORKING OUTDOORS:</b> Special events.		X			
<b>WORKING IN CONFINED SPACE:</b> 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 \_\_\_\_\_