

DUTY STATEMENT
Mental Health Services Oversight & Accountability Commission

| PART A | |
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| Administrative Services Division | |
| Position No: 475-550-5157-705 | Date: 06/27/2024 |
| Class: Staff Services Analyst | Name: |
| Subject to Conflict of Interest: No | CBID: R01 Workweek Group: 2 |
| Description of the position's organizational setting and major function: Under the direct supervision of the Chief of the Administrative Services, the Staff Services Analyst provides administrative support to Mental Health Services Oversight and Accountability Commission (MHSOAC) staff, 16 Commissioners, and Committee Members. Duties require both high level contact with commissioners, legislators, and various stakeholders in the organization. | |
| Percentage of time performing duties: | ESSENTIAL FUNCTIONS |
| 30% | Administrative Support: Serve as the primary point of contact for the MHSOAC, managing incoming calls from various stakeholders including the Governor's Office, Commissioners, legislators, MHSOAC staff, and others. Greet visitors and direct them to the appropriate staff member or provide assistance as necessary. Process all incoming and outgoing mail efficiently, routing and responding as required. Maintain office supplies and process purchase orders as needed. Oversee the maintenance of office equipment and coordinate facility repairs as necessary. |
| 20% | Executive Support: Maintain the Executive Director's working daily calendar; determine priority of appointments, schedule and coordinate meetings; make travel arrangements, including the preparation of travel itineraries and travel expense claims. Prepare travel reimbursement forms; maintain log of travel activity and claims; set up and schedule meetings; make conference room reservations. Provide comprehensive executive clerical support including faxing, copying, word processing, and acting as a liaison with contracted agencies. |
| 15% | Document Management: Manage the office filing system, ensuring accuracy and accessibility of documents. This includes routine filing, revising, and implementing new filing systems as needed. Maintain accurate records of staff parking and manage taxi/rideshare tracking and postage logs. |
| 10% | Correspondence Management: Compose general correspondence for Executive staff and handle inquiries from state, federal, and international government officials and non-governmental organizations. Conduct independent research to gather supporting information on confidential and sensitive issues and prepare timely and appropriate responses. Act as the first point of contact for Public Record Act requests. |
| 10% | Out of State Travel Coordination: Independently manage all aspects of out-of-state travel arrangements for staff, including booking transportation and accommodations, preparing travel itineraries, and securing advance approval for travel. Assist the Travel Coordinator with processing related travel expense claims as needed. |

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| 10% | Research and Presentation Support: Conduct independent research on special assignments and compile pertinent reports and information to support Executive staff in their duties. Prepare and assist in the creation of electronic presentations for various purposes. |
| NON-ESSENTIAL FUNCTIONS | |
| 5% | Other related duties as assigned. |
| OTHER | |
| Regular and consistent attendance is critical to the successful performance of this position. This position requires 100% of the duties to be performed physically in the office Monday through Friday 8:00 a.m. to 5:00 p.m. | |

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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, and the public in person and via telephone; interact in meetings. | | | | | X |
| WALKING: Within the department to various units. | | | X | | |
| SITTING: Workstation; meetings; training. | | | | | X |
| STANDING: Copy documents; review records. | | X | | | |
| BALANCING: | X | | | | |
| CONCENTRATING: Review documents, rules and regulations for accuracy. | | | | | X |
| COMPREHENSION: Understand laws, rules, regulations, policies and procedures as they relate to this position. Summarize content of meetings, attend trainings and participate in work discussions. | | | | | X |
| WORKING INDEPENDENTLY: Must be able to apply laws, rules and/or 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 _____