



California Behavioral Health Services Oversight and Accountability Commission

Exempt Position Duty Statement

Exempt Employee Name:	
Classification Title: Executive Director	Name of Agency: Behavioral Health Services Oversight and Accountability Commission
Exempt Level/Salary Range: \$15,854.00-\$17,144.00	Geographic Location: Sacramento
Position Number: 475-550-9590-001	Effective Date of Appointment:

Scope of Authority

In November 2004, voters passed Proposition 63, the Mental Health Services Act, which established the Mental Health Services Oversight and Accountability Commission.

To modernize and reform the Mental Health Services Act (MHSA), Governor Newsom signed Senate Bill 326 (Eggman), Chapter 790, Statutes of 2023 and Assembly Bill 531 (Irwin), a \$6.38 Billion bond to build new behavioral health housing and treatment settings across the state. This legislative package, collectively known as Proposition 1, provided specific language that required voter approval on the March 5, 2024, statewide primary election.

The passage of Proposition 1 recast the MHSA by renaming it to the Behavioral Health Services Act (BHSA), broadened the target population to include those with substance use disorders, revised county processes for enhanced fiscal accountability, and updated local categorical funding buckets to provide more guaranteed resources for the workforce and housing. Proposition 1 also renamed the Commission to the Behavioral Health Services Oversight and Accountability Commission, expanded the Commission’s scope and duties, and added an additional eleven members for a new total of twenty-seven Commissioners.

The Behavioral Health Services Oversight and Accountability Commission was established to promote transformational change in California’s behavioral health system through research, evaluation, outcome tracking, and other strategies to assess and report progress. The Commission uses this data to inform grant making, identify key policy issues, support best practices, advise the Governor and the Legislature, and collaborate with other state entities to achieve these goals.



California Behavioral Health Services Oversight and Accountability Commission

Exempt Position Duty Statement

Authority for Position

Welfare and Institution Code Section 5845 mandates that the Commission “shall have an Executive Director.” The Executive Director will be responsible for management over the administrative, fiscal, and program performance of the Commission. The Executive Director “shall be selected by the Commission.” The Commission may delegate to the Executive Director any power, duty, purpose, function, or jurisdiction that the commission may lawfully delegate, including the authority to enter and sign contracts on behalf of the Commission. The Executive Director may redelegate any of those powers, duties, purposes, functions, or jurisdictions to the Executive Director’s designee, unless by statute, or rule or regulation, the Executive Director is expressly required to act personally.

Special Requirements

This position is subject to Title 2, section 59550 of the California Code of Regulations, the Mental Health Services Oversight and Accountability Conflict of Interest Code (2 CCR § 59550). The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

General Statement

The Executive Director of the Behavioral Health Services Oversight and Accountability Commission is appointed by the Commission and serves at its pleasure. The Executive Director is responsible for overseeing the daily operations and activities of the Commission, ensuring the fulfillment of its statutory mission and objectives as outlined by the Commission. Under the Commission's direction, the Executive Director provides leadership in the development, review, and implementation of policies and strategies to enhance California’s behavioral health system.

A. Specific Duties [Essential (E) Functions]

(E) Fulfills the Commission’s statutory responsibilities and mission as directed by the Commission 70%

Supports and implements the Commission's leadership in driving transformational change in California’s behavioral health system, using research and evaluation to inform policies, grantmaking, and strategic decisions.



California Behavioral Health Services Oversight and Accountability Commission

Exempt Position Duty Statement

Manages the diverse perspectives and interests of the 27 Commission members, working to foster collaboration and consensus on key priorities. Ensures that all members are aligned with the Commission's strategic goals and effectively represents their views to achieve unified action on behavioral health initiatives.

Represents the Commission, as directed by the Commission, before the Governor's Office, the Legislature, federal agencies, national/international organizations, and stakeholders such as County Behavioral Departments. Facilitates public communication, advocates for behavioral health issues, and addresses stigma and disparities in care.

Leads staff collaborations with state health and human service departments to strengthen implementation and improve the outcomes of behavioral health initiatives.

Builds and maintains relationships with a broad range of stakeholders, including advocates, service providers, and policymakers. Advocates for their interests to ensure the Commission's work promotes equitable access to care, reduces disparities, and advances behavioral health outcomes.

(E) Develops, manages, and administers the operation of the Commission 30%

Manages the day-to-day operations of the Commission in accordance with the Commission's strategic goals, ensuring the development of research and evaluation strategies, grant making, and overseeing the administration of policy recommendations, fiscal compliance, and technical support. This includes managing a budget of over \$40 million annually and ensuring compliance with legal and regulatory standards.

Provides direct supervision to Commission staff, ensuring alignment with the Commission's strategic goals and promoting team collaboration across departments to further the Commission's mission, as outlined by the Commission.

Oversees the Commission's administrative structure, ensuring adherence to legal and regulatory standards, managing budgeting, personnel practices, and information technology to support the Commission's functions, in line with the Commission's policies.

Ensures the Commission operates in a transparent and publicly accountable manner, in line with statutory requirements. This includes organizing public meetings, complying with the open meeting requirements, ensuring public access to information, and overseeing the dissemination of data and reports. The Executive Director ensures that all



California Behavioral Health Services Oversight and Accountability Commission

Exempt Position Duty Statement

Commission operations promote public understanding of behavioral health services, best practices, and policies.

B. Supervision Received

The Executive Director reports to, and takes direction from, the Commission.

The Commission may delegate to the Executive Director any power, duty, purpose, function, or jurisdiction that the Commission may lawfully delegate, including the authority to enter into and sign contracts on behalf of the Commission.

C. Supervision Exercised

The Executive Director is delegated the authority by the Commission to provide leadership and oversight for all Commission activities. The Executive Director is responsible for overseeing Commission resources and staff. The Executive Director will work with the Commission to establish an appropriate organizational structure but is expected to directly supervise Deputy Directors, and to indirectly supervise division heads and all Commission civil service staff.

D. Functional Requirements

No specific physical requirements. As an exempt employee, the incumbent may work in excess of 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work, Incumbent must travel occasionally, when necessary, using various means of transportation.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

E. Other Information

This position requires the incumbent to take an Oath of Office prior to appointment.

EXECUTIVE DIRECTOR

THE COMMISSION for BEHAVIORAL HEALTH



THE COMMISSION

WE BELIEVE IN WELLBEING FOR ALL CALIFORNIANS.

As a member of our team at the Commission, you will have a unique and pivotal role in creating transformational change in behavioral healthcare for your fellow Californians.





The Commission seeks to engage potential partners to develop and support implementation of practice and delivery improvements in behavioral health services, help reduce the risk of trauma, aid in early identification of mental health needs, support initiatives to increase supportive housing and employment. The Commission advises the Governor's Office, Legislature, and California Health and Human Services Agency on innovative practices.

This holistic approach puts consumers and families at the center of decision-making. It prioritizes integrating activities across systems – from public health, education, and employment, to child welfare and public safety – to achieve the common goals of minimizing harm and maximizing wellbeing. This systems approach connects data to develop a shared understanding, intelligent policies, and effective programs. Well-functioning systems coordinate funding, facilities, and staffing and learn by constantly evaluating and improving strategies and services.

OUR MISSION AND VISION

The Commission works to transform systems by engaging diverse communities and employing relevant data to advance policies, practices, and partnerships that generate understanding and insights, develop effective strategies and services, and grow the resources and capacity to improve positive behavioral health outcomes for every Californian.

Our Strategic Goals:

-  Champion vision into action
-  Catalyze best practice networks
-  Inspire innovation and learning
-  Relentlessly drive expectations



1 in 4 people
worldwide will experience a significant disruption to their mental wellbeing at some point in their lifetime.

THE POSITION

EXECUTIVE DIRECTOR

The Executive Director of the Behavioral Health Services Oversight and Accountability Commission is appointed by the Commission and serves at its pleasure. The Executive Director is responsible for overseeing the daily operations and activities of the Commission, ensuring the fulfillment of its statutory mission and objectives as outlined by the Commission.

Under the Commission's direction, the Executive Director provides leadership in the development, review, and implementation of policies, strategies, and legislative initiatives to enhance California's behavioral health system. Working closely with each of the 27 Commission members, the Executive Director represents the Commission in a wide range of engagements, including community members, community organizations, government agencies at all levels, the Legislature, and the Governor's Office. As the Commission builds and maintains relationships with advocates, service providers, and policymakers, the Executive Director advocates for their interests to ensure the Commission's work promotes equitable access to care, reduces disparities, and advances behavioral health outcomes.

As California implements behavioral health reform and the behavioral health services act, the Executive Director will guide the Commission as it engages other state agencies and support counties and community advocates.

The Executive Director directly supervises Commission staff and manages the day-to-day operations of the Commission in accordance with the Commission's strategic goals, ensuring the development of research and evaluation strategies, and grant making, and overseeing the administration of policy recommendations, fiscal compliance, and technical support. The Executive Director ensures the Commission operates in a transparent and publicly accountable manner, and that all Commission

Our Commitment to You

As California's Behavioral Health Commission, we believe in the importance of employee mental wellbeing.

As part of the State of California, the Commission is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Desirable Qualifications

- Exceptional and diplomatic communication skills that exhibit knowledge and respect.
- Experience in organizational development
- Experience working in government
- A proven commitment to diversity and teamwork
- Strong commitment to and alignment with the mission, vision, and values underlying the California Commission for Behavioral Health
- Experience with leadership, management, and problem-solving
- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity
- Experience establishing, promoting, and maintaining cooperative working relationships with representatives of all levels of government, the public, and special interest groups
- Ability to think strategically and creatively, work well under pressure, and meet deadlines
- Ability to promote internal and external teamwork and cross-functional collaboration and communication
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex, and controversial subject matters, in front of diverse audiences
- A consultative approach to problem solving and the ability to facilitate coalition building
- Understanding and knowledge of privacy laws and landscape, including the industry and technical systems

Compensation + Benefits

Retirement – 401(k) and 457(b) Plans (Savings Plus) - Offers a voluntary benefit that allows you to contribute to both a 401(k) and a 457(b) plan to enhance your retirement benefit. This allows you to contribute, through payroll deduction, up to twice the amount available to the private sector and most public sector employees. You can contribute on both a pre-tax and an after-tax designated Roth basis that offers you the opportunity to take advantage of tax savings now and in the future.

Medical Insurance – Health, dental, and vision coverage is offered, as well as for eligible dependents. There are several plans to choose from, and the state pays all or part of the premiums, depending on the plans selected and the number of dependents being covered.

Cash Option (CoBen) – Employees have the option to receive (taxable) cash in lieu of both state-sponsored health or dental coverage or for state-sponsored health coverage only.

Holidays – Employees receive eleven paid holidays per year, including one Personal Holiday earned after the first six months of employment and one Personal Holiday earned yearly thereafter.

Professional Development - Two professional development days provided each fiscal year.

Leave – Employees can opt for a traditional vacation and sick leave program or an annual leave program. See CalHR's Salary and Benefits page for accrual rates and program comparisons.

Life Insurance – Employees are automatically enrolled in Basic Group Term Life Insurance coverage of \$50,000 through MetLife Insurance with an option to supplement.

Long-Term Disability Insurance – Employees may participate in a voluntary insurance plan that replaces a portion of your income in the event you cannot work for six months or more due to a covered illness or injury.

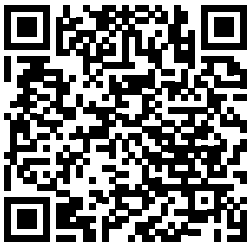
Group Legal Services Insurance Plan - Employees may participate in a voluntary insurance plan which connects employees and eligible family members to a network of attorneys and other legal resources to help resolve life's legal issues.

For more details on these benefits and more, visit [CalHR's Salary and Benefits page](#).

HOW TO APPLY

Get started with your application through the job [listing on CalCareers](#).

This position requires a resume, statement of qualifications, cover letter, and work-related references.



New to public service?

Contact the Commission's Human Resources team at hr_recruiting@bhsoac.ca.gov for assistance in navigating the application process.