

DUTY STATEMENT
Behavioral Health Services Oversight & Accountability Commission

PART A	
Program Operations	
Position No: 475-550-5778-XXX	Date: 1/22/2025
Class: Attorney	Name: Vacant
Subject to Conflict of Interest: Yes	CBID: R02
<p>Description of the position’s organizational setting and major function: Under the general direction of the Chief Counsel, and with guidance from the Attorney III (RA) staff, the Attorney performs sensitive and complex legal work related to contracting practices and review of the Commission’s competitive procurement procedures for all grants and selected contracts. The Attorney also drafts, negotiates and oversees execution of grants/contracts, along with exempt contracts and related instruments such as sponsorships or subscriptions.</p> <p>Hybrid Telework Opportunity</p> <p><u>The Commission</u></p> <p>The Behavioral Health Services Oversight & Accountability Commission (Commission) is a 27-member autonomous body created in 2004 by passage of the Mental Health Wellness Act pursuant to the voter initiative Proposition 63 (Welfare & Institutions Code Section 5845). The Commission’s overall mission remains the same including continued oversight of several programs (e.g., Early Psychosis Intervention Plus program, Workplace Mental Health program, Mental Health Student Services Act, Mental Health Wellness Act); and support for “consumer advocacy” at the local community level. A key change is its revised role in regard to innovative mental/behavioral health solutions with oversight of a new Innovation Partnership Fund.</p> <p>Commission members are appointed or sit <i>ex officio</i> in accordance with Section 5845. The Commission does not report directly to the Governor but is organized under the California Health and Human Services Agency and works closely with the Department of Health Care Services (DHCS). The Commission partners with other behavioral health agencies at both the state and local level, and funds “consumer advocacy” work by local community-based organizations.</p> <p>The Commission’s work is supported by an Executive Director, a Chief Counsel and several Deputy Directors, along with civil service managers, supervisors and rank-and-file staff. The Chief Counsel’s office is staffed by an incumbent Attorney III, and this Attorney I position.</p> <p><u>This Position</u></p> <p>Under the general direction of the Chief Counsel, and with guidance from the Attorney III (RA) staff, the Attorney performs sensitive and complex legal work related to contracting practices and review of the Commission’s competitive procurement procedures for all grants and selected contracts. The Attorney also drafts, negotiates and oversees execution of grants/contracts, along with exempt contracts and related instruments such as sponsorships or subscriptions.</p> <p>Under this same direction, the Attorney oversees drafting and posting requirements under the Bagley-Keene Open Meeting Act for Commission Agendas, Advisory Committee or Subcommittee meetings. The Attorney assists Commissioners, management and designated staff with conflict-of-interest filings under the Political Reform Act; and provides guidance in the preparation of responses to requests for documents under the Public Records Act.</p> <p>The Attorney will perform other special projects as required and must utilize professional discretion and confidentiality while working both collaboratively and independently.</p> <p>This position is subject to the Form 700 Statement of Economic Interests filing requirements, which requires disclosure of certain personal economic interests as determined by the Conflict-of-Interest</p>	

Code of the Commission. Pursuant to Government Code section 81008, Form 700 Statement of Economic Interests is public record and will be made available for public inspection.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Under the general direction of the Chief Counsel and senior attorney staff, drafts the Scope of Work (SOW) for grants, contracts and other instruments such as sponsorships or subscriptions in accordance with varying statutory standards pertinent to each grant program or contract purpose. Assists with and provides legal support with the multi-stage procurement process from publication of the bid opportunity through notice of the intent to award. Acts as liaison to managers and staff in understanding the program and monitoring needs behind each contract or procurement. Assists in drafting and maintaining internal “desk manuals” for contracting and procurement procedures and grant/contract management. Examines and interprets State of California requirements for leases, IT service/maintenance subscriptions, and other internal business documents.</p>
25%	<p>Under the general direction of the Chief Counsel and senior attorney staff, drafts legal procedural manuals, and contract/grant forms/templates. Assists in drafting proposed legislation, rules and regulations, orders, manuals, including developing procedures for all business conducted by the Commission. Assists in drafting proposed revisions to the Commission’s Rules of Procedure and otherwise supports the Commission’s transition from a 16-member body to a 27-member body. Provides guidance on conflict-of-interest filings required under the Political Reform Act; and, on Bagley-Keene Open Meeting Act requirements for the Commission, Committee and Subcommittee meetings. Duties include attending said open meetings and preliminary planning or agenda-setting internal meetings.</p>
20%	<p>Under the general direction of the Chief Counsel and senior attorney staff, performs legal research and drafts memorandums and reports.</p>
15%	<p>Under the general direction of the Chief Counsel and senior attorney staff, examines and interprets the Commission’s statutory authority for purposes of policy and program development. Researches and assists in responding to Public Record Act requests including gathering documents and screening same for potential redactions of personal or other confidential information.</p>
NON-ESSENTIAL FUNCTIONS	
5%	<p>Other legal duties or assignments as required.</p>
OTHER	
<p>Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.</p>	

Position No: 475-550-5778-XXX **Date: 1/22/2025**
Class: Attorney **Name:**

**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, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.		X			
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.		X			
BALANCING:	X				
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and/or processes.					X
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.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and 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.					
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 _____