

DUTY STATEMENT
Behavioral Health Services Oversight & Accountability Commission

PART A	
RESEARCH AND EVALUATION	
Position No: 475-550-5605-002	Date:
Class: Research Scientist III (Soc/Behavioral)	Name:
Subject to Conflict of Interest: Yes	CBID: R10
<p>Description of the position’s organizational setting and major function: Under the general direction and supervision of the Research Supervisor, the Research Scientist (RS) III serves as a highly skilled social and behavioral scientist and key member of the Research and Evaluation Division at the Behavioral Health Services Oversight and Accountability Commission (BHSOAC). The RS III uses advanced scientific and analytic skills to conduct comprehensive, mixed-method research projects to evaluate policies, programs, and practices, with the goal of informing evidence-based recommendations to improve California’s public mental health system. The RS III works independently, collaboratively, and as a leader among the Research and Evaluation staff and with members of other Divisions at the Commission to perform the following functions: 1) Plan, direct, and perform high-level policy research and evaluation activities for management, the Commission, and committees, as directed; 2) Acquire, analyze, and interpret qualitative and quantitative data and information from a variety of sources, and report summary statistics relevant to mental health trends, programs, and policies at the program, community, and statewide level; 3) Maintain high-level engagement with Commissioners, Legislators, Legislative staff, State agencies, local mental health representatives, advocacy groups, mental health clients and family members, and various stakeholder organizations; 4) Disseminate research findings through publications and presentations; 5) Develop and manage research and evaluation contracts; 6) Act as a technical scientific subject matter expert within the Commission as well as externally to other state and local organizations and stakeholders;</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Perform high-level leadership in planning, implementing, managing, interpreting, and disseminating findings of Commission-directed research projects involving comprehensive evaluation of California’s public mental health system. This includes: <ul style="list-style-type: none"> • Designing and performing qualitative and quantitative methodologies to assess and describe the landscape of mental health practices, policies, and investments as they pertain to the oversight, evaluation, and improvement of California’s public mental health system. • Identifying and consulting with subject matter experts and diverse stakeholders to refine the focus and findings of research projects. • Interpreting findings and developing recommendations to improve state and local policy, practice, and outcomes related to mental health. • Publishing research findings including the development of data briefs, reports, data dashboards, and scientific journal articles. • Presenting research and evaluation findings to staff, management, and Commissioners. • Develop and implement strategies for communicating and disseminating research findings and information broadly and inclusively to decision-makers, the public, and other stakeholders to inform policy and practice. • Reviewing research and evaluation findings to make recommendations on future research topics and policy implications.
20%	Work independently and in conjunction with a team; develop and perform high-level analytic and scientific methods to acquire, analyze, and present data from a variety of

	<p>sources pertaining to mental health at the population, program, and systems level for the purpose of informing policy research and other short- and long-term ad-hoc projects and to guide statewide and county-level decision making and reporting. This may include:</p> <ul style="list-style-type: none"> • Tracking and evaluating existing public data – such as health survey data, CENSUS data, and linked government agency data – to describe trends in the social determinants of mental health and the negative outcomes associated with mental illness. • Using county-reported programs and fiscal data to describe and evaluate BHSA-funded programs, services, and outcomes. • Designing and developing methodology to quantify diverse, mixed-method data resources in a comprehensive manner to display for public viewing such as interactive dashboards and data briefs.
20%	<p>Perform high-level participation in Commission engagement activities, including:</p> <ul style="list-style-type: none"> • Attending and participating in monthly Commission meetings and quarterly Committee meetings. • Planning and facilitating meetings and convenings, as directed, with subject matter experts, members of diverse communities, stakeholders, and people with lived experience to support information gathering for research and evaluation purposes. • As directed by leadership, attending meetings with external partners to provide updates and information and solicit feedback on BHSOAC initiatives.
15%	<p>Independently manage external contracts and data use agreements with universities and other organizations. This includes:</p> <ul style="list-style-type: none"> • Developing, reviewing, and monitoring scopes and work, deliverables, and other contractual requirements. • Meeting regularly with contractors to discuss progress and challenges pertaining to the completion of contract deliverables. • Providing review of deliverables submitted by contractors for a variety of highly complex research and evaluation projects. • Determining compliance of contract deliverables. • Developing scopes of work, deliverables, and project schedules for RFPs or other funding announcements to be released by the BHSOAC.
10%	<p>Act as a technical and scientific subject matter expert to the Commission, staff, and outside stakeholders to advance research, policies, programs, and best practices in alignment with research and evaluation findings and in support of the statewide goals for public mental health. This includes:</p> <ul style="list-style-type: none"> • Providing expertise and guidance on methods for improving research and evaluation of the community-based mental health system and the BHSA. • Providing technical assistance and expert consultation to internal and external researchers and evaluators. • Developing and maintaining a broad knowledge base of data systems, current research, and studies related to the BHSA and the larger mental health system.

NON-ESSENTIAL FUNCTIONS	
5%	Other activities as directed.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.	

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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, residents 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 documentation for accuracy.					X
COMPREHENSION: Understand research data as it applies to the position.					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.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Paperwork; files, research data				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 in 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 _____