



**Management Analyst–  
Mental Health Service Act Fiscal Administration  
Extra Help (Open)**

\$49.37 - \$61.72/ Hour

**FINAL DATE FOR FILING: CONTINUOUS**

**THE POSITION**

San Mateo County Health is seeking an **Extra Help Management Analyst – Mental Health Service Act (MHSA) Fiscal Administration**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the BHRS Fiscal Manager. The position will support strategic re-alignment and data infrastructures needed to comply with State fiscal and program reporting requirements, serve as the liaison between programmatic and fiscal staff, processes and procedures to support new program planning, budget development and expenditure tracking needs.

Under general direction, provides a wide variety of administrative, analytical, and work-flow support to assigned departmental activities including financial, performance goal management, systems, and human resources functions; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among County departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

**Management Analyst:**

This is the full journey-level class in the Management Analyst series. Incumbents develop and implement policies and procedures for a variety of projects and programs within an assigned department, including budget, contract, and human resources administration, management analysis, and program evaluation. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, fiscal, human resources, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Management Analyst in that the latter is responsible for technical and functional supervision over professional staff

**NOTE:** This is an extra-help, at-will assignment, paid on an hourly basis. Some extra help positions are eligible for benefits under the Affordable Care Act. Extra help employees are not guaranteed permanent status at the end of the assignment.

**Examples of Duties:**

Applicants should have a passion for programs that advance diversity, inclusion and equity in behavioral health outcomes. Duties may include, but are not limited to, the following:

- Perform professional-level administrative work in areas such as, budget development, fiscal tracking and reporting, grants, purchasing, service procurement, contract development and monitoring, regulatory and legislative analysis, and development of public-facing information.

- Provide responsible and complex assistance, technical and administrative support, and professional and highly technical fiscal and project planning expertise; research, prepare, and present comprehensive professional, technical, fiscal, and administrative studies, and reports.
- Develop goals, objectives, policies, procedures, work standards, and administrative control systems for programmatic and fiscal reporting.
- Develop a database and/or dashboard of MHSA-funded BHRS staff and contractor expenditures; maintain the database and dashboard to accommodate multiple stakeholder needs including, local public stakeholders, MHSA Annual Update requirements, State Annual Revenue and Expenditure Report (ARER) requirements, and OFAS detail tracking views.
- Update the MHSA budget database and dashboards in a timely manner to reflect information from BHRS two-year budget submission and revisions and support State MHSA reporting.
- In coordination with the BHRS fiscal team, develop program budgets, including cost containment and grant funds disbursement.
- In coordination with the MHSA Manager, attend local and statewide MHSA meetings to support fiscal planning and coordination of new MHSA programs, projects, and initiatives planning, including MHSA legal and regulatory compliance and coordination with local stakeholders, regional counties and state agencies.
- Review MHSA expenditure and program plans prepared by others for accuracy and regulatory compliance; recommend improvements in workflows and administrative structures.
- Direct and monitor the work of assigned consultants, contractors, and/or grantees according to Agency's standards and pertinent agreements/contracts; develops appropriate contract language; provides clear, concise, and consistent direction; acts as the primary resource and representative to consultant, contractor, and/or grantee regarding administrative and operational policies, procedures, and guidelines.
- Participate in the development and reporting of various funding sources; ensure that County, state, federal, and funding agency, County accounting and reporting requirements, and applicable laws, regulations, and professional accounting practices are met.
- Review and verify the accuracy of MHSA financial data and information.
- Exercise sound independent judgment within established procedural guidelines.
- Make accurate mathematical and statistical calculations.
- Establish and maintain effective working relations with clients and staff.
- Perform other duties as assigned

**Qualifications:**

*Knowledge of:*

- Recent and on-going developments, current information, regulatory codes, ordinances, and procedures related to the Mental Health Service Act.
- Principles and practices of public behavioral health program and fiscal administration.
- Project and/or program management, analytical processes, and report preparation techniques.
- Public behavioral health budget development and administration, and sound financial management policies and procedures.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Research and proposing best practice procedural solutions, methods, and techniques to support the resolution of budgetary issues.
- Sources of information related to county programs, services, and administration.
- Principles and practices of public fiscal administration, county management and government.
- Techniques for effectively representing the County and communicating with governmental agencies, community groups, various professional, educational, and legislative organizations.
- Record keeping principles and procedures.
- Principles of mathematical and statistical computations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and applications

*Skill/Ability to:*

- Assist in the development of goals, objectives, policies, procedures, and work standard.
- Coordinate and oversee programmatic administrative, budgeting, and/or fiscal reporting.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

*Ideal Candidate*

Possession of a Bachelor's degree in Public Health, Public Policy, Public Administration or other relevant field with appropriate experience and knowledge of community health planning and health policy and any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

- At least one year of experience in the public administration field preferred.
- Ability to understand and work effectively with diverse individuals, cross-departmental staff and community.
- Potential travel/drive to onsite locations to attend meetings, support work, etc.

Those with lived experience as a person in recovery from mental health and/or substance use conditions or as a family member of someone who has behavioral health conditions and/or with experience as a member of Black, Indigenous, People of Color (BIPOC) and/or marginalized communities are strongly encouraged to apply.

If you are interested in the position, please submit a cover letter and resume to [MHSA@smcgov.org](mailto:MHSA@smcgov.org). For additional information about MHSA, please visit [www.smchealth.org/MHSA](http://www.smchealth.org/MHSA).