



**Management Analyst–
Mental Health Service Act
Planning & Evaluation
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) Planning & Evaluation**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the MHSA Manager within the BHRS Office of Diversity and Equity (ODE). The position will support new program planning, project management, evaluation and reporting activities for MHSA.

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:

- Facilitate new program development in collaboration with clients, family members and other community stakeholder groups via, workgroups, input sessions and other means.

- Serve as a project manager for implementation of new programs, working closely with BHRS managers, subject matter experts, procurement, and fiscal teams.
- Develop appropriate goals, objectives and scope of works for procurement processes and contract negotiations, setting agendas for and facilitating planning meetings, creating workplans with milestones and timelines, serving as the point of contact for the project and ensuring that timelines are met.
- Provide oversight of MHSA evaluation activities, which includes technical assistance to programs in selecting outcome measures to inform State requirements and reporting guidelines as needed.
- Troubleshoot data collection, tracking and evaluation related issues; set up effective tracking and monitoring infrastructures; and monitor the quality of program-level reporting.
- Review evaluation plans and work closely with consultant evaluators and community partners on evaluation activities and developing standardized reporting templates and forms.
- Support point-in-time and annual evaluation and reporting for Prevention and Early Intervention, Innovations and Full Service Partnership components of MHSA.
- Provide ongoing support and troubleshooting of data collection and reporting at the State and program level, as needed for all MHSA funded programs.
- Support the MHSA Annual Update process of communicating and following up with BHRS program managers and contractors for data, input, or other requests; compiling all MHSA-funded program end-of-the-year reports; analyzing, reporting, and presenting demographic and outcome data in easy-to-read charts, tables, and graphs.
- Assist with the development of Community Program Planning process activities; facilitating, promoting, and preparing for community input, three-year planning processes and steering committee meetings.
- Develop outcome plans, briefs, reports, blog posts, presentations related to the MHSA.
- Present information on MHSA at diverse community and internal meetings.
- Participate in MHSA-related workshops, events, seminars, and webinars.
- Participate in a Health Equity Initiative as a liaison to ODE; assisting with planning and implementation of activities in collaboration with other county staff, community partners, consumers/clients/family members and community stakeholders.
- Support other MHSA and ODE activities, events, meetings and other tasks 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 administration and evaluation.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to county programs, services, and administration.
- Principles and practices of public administration, county management and government.
- Techniques for effectively representing the County and communicating with governmental agencies, community groups, various professional, educational, and legislative organizations.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Public behavioral health budget development and administration, and sound financial management policies and procedures.
- 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 field mental health and/or substance use preferred.
- Ability to understand and work effectively with marginalized San Mateo County communities.
- 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 ode@smcgov.org
For additional information about MHSA, please visit www.smchealth.org/MHSA and to learn about BHRS ODE, visit www.smhealth.org/ODE.