

MH3002 (2/93)

Box reserved for Personnel Section

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| 3001# | Analyst Approval | Date |
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| Employee Name Jane Adcock | Division Department of Health Care Services | |
| Position No / Agency-Unit-Class-Serial 806-500-4431-002 | Branch California Mental Health Planning Council | |
| Class Title Executive Officer | Unit | |
| Location Sacramento | Supervisor's Approval (Signature) | Date 8/1/11 |

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the California Mental Health Planning Council (CMHPC), the Executive Officer ensures that the CMHPC fulfills its statutory mandates pursuant to the Welfare and Institutions Code, administers the office, supervises the employees assigned to staff the CMHPC, and serves as a liaison between the CMHPC, the Department of Mental Health, the Legislature, and the mental health constituency.

| PERCENTAGE OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.) |
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| 15% | General duties, including supervising 8 FTE staff, managing a budget with two cost centers totaling \$1.2 M, handling phone calls, reading and responding to email, and reading mail |
| 15% | Supervise staff who are responsible for developing agendas; finding presenters; and researching, analyzing, and drafting issue briefs for various CMHPC quarterly meetings and committee meetings. Assist staff with follow-up tasks from meetings as necessary |
| 15% | Represent the CMHPC at various statewide and national meetings with the DMH and constituency groups. Make presentations on behalf of the CMHPC |
| 10% | Oversee the Council's legislative advocacy program, including training staff as needed to do bill analyses, helping to select legislation to track, reviewing staff's analyses and position letters, and conducting conference calls with the Legislation, Regulations, and Funding Committee. Attend legislative committee hearings and testify on major legislation and the Budget, as needed |
| 10% | Supervise staff in the development of tools for analysis of performance indicators of data on county mental health programs and for working with local mental health boards and commissions on how to interpret these data. Assist in preparing statewide reports to the Department of Mental Health, the Legislature, and local programs |
| 10% | Attend quarterly CMHPC meeting, including the Executive Committee meeting, as well as the full council; making presentations on agenda items as appropriate; and performing follow-up tasks as required after the meeting |
| 10% | Complete special projects, including drafting position papers, reports, and plans for the CMHPC |
| 5% | Supervise and monitor staff on the status of committee work plans and long-range planning for projects |
| 5% | Work on the development of the Substance Abuse and Mental Health Services Block Grant Application and review and comment on it and on the Implementation Report |
| 5% | Prepare materials of a confidential and sensitive nature to review with the CMHPC leadership on a weekly basis to develop policy and procedures for the CMHPC |

