

## **BEHAVIORAL HEALTH PLANNING ANALYST**

### **Definition:**

Under direction, prepares and maintains a County behavioral health plan for predetermined community target groups; provides liaison and coordination with other mental health providers, county agencies, and various community groups; and does related work as required.

### **Distinguishing Characteristics**

Assignments are performed independent of close supervision although decisions are reviewed prior to formal plan submission and program action.

### **Essential Functions:**

- Gathers, compiles, analyzes, and interprets quantitative and qualitative data to assist in the formulation and maintenance of the various plans as outlined in the five-year Kern County Behavioral Health plan submitted to the California State Department of Behavioral Health.
- Develops program content based on knowledge of roles of local behavioral health providers, community needs and various funding sources available for program implementation.
- Conducts studies and writes reports on assessments of specialized behavioral health needs and recommends appropriate action.
- Determines, evaluates, and recommends necessary program development, controls modification, liaison, and follow-up.
- Maintains close coordination with counterparts in Federal, State, and local agencies.
- Applies latest principles and techniques of community organization, adapting community resources to behavioral health services.
- Assists in long range, intermediate, and short-term planning for local behavioral health services.
- Reviews, analyzes, and makes recommendations on applications for and proposed budgets for the expenditure of Federal and State funds that are available for the support of local behavioral health services.
- Makes projections on an annual and five-year basis for local agency plans dealing with: general behavioral disorders, adolescents and children, alcoholism, drug abuse, and behavioral retardation.
- Writes reports and answers correspondence.
- Participates in meetings, committees and conferences.
- May supervise other staff in the performance of special studies and acts as resource consultant for other professional staff.
- Performs other job-related duties as assigned.

**Employment Standards:**

**Education:** Completion of a Bachelor's degree from an accredited college or university; AND

**Experience:** Two years of experience performing professional administrative work in a behavioral health, health, or welfare agency. Qualifying experience may be attained in a public, private or nonprofit agency.

Must have the ability to travel to locations outside the regular office to perform necessary behavioral health services.

**Knowledge of:** Principles, practices, techniques, trends, and methods of behavioral health services; administrative techniques including principles of organization, budgeting, planning, coordination and personnel administration; statistics and graphic presentation.

**Ability to:** Gather, compile, and analyze data; interpret laws, rules and regulations; secure and systematically record accurate social data; organize and write clear concise reports; develop, establish and maintain effective and productive working relationships; interest and aptitude for administrative work.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.