

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU - PREVENTION AND EARLY INTERVENTION DIVISION**

VACANCY ANNOUNCEMENT

Health Program Analyst II

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Prevention and Early Intervention (PEI) Division is seeking a qualified mental health professional to fill a vacant **Health Program Analyst II** position. Individuals with the payroll title of Health Program Analyst II are encouraged to apply. This unit is responsible for the implementation, administration and sustainability of Mental Health Services Act (MHSA) PEI Programs throughout Los Angeles County.

EXAMPLES OF DUTIES:

- ❖ Prepare PEI budgets for ongoing services, new services, and training.
- ❖ Supervise and advise a multi-disciplinary team in the analysis and preparation of required documents as it relates to MHSA PEI planning, program implementation data and outcomes requirements.
- ❖ Prepare Board letters for PEI services, including Evidence-Based Practices (EBP), Promising Practices (PP), and Community-Defined Evidence (CDE) practices.
- ❖ Prepare and supervise the preparation of Memorandums of Understanding and consultant Agreements for PEI services.
- ❖ Monitor program related activities and services to ensure compliance with MHSA PEI legislative provisions and requirements.
- ❖ Maintain data files and develop analytical reports regarding the maximization and leveraging of MHSA PEI funds.
- ❖ Develop databases using Microsoft Excel and/or Access software to track various MHSA PEI program parameters.
- ❖ Prepare necessary planning, data and outcome reports, as required by the MHSA PEI Plan.
- ❖ Prepare and supervise the preparation of supporting documents such as, Contracts Division Service Requests, Budget Transfers (Form 403), Provider File Adjustment Requests, Training Service Requests, etc., to execute new contracts or amendments.
- ❖ Oversee and ensure that submitted contract negotiation packages meet the specific administrative requirements and guidelines of the MHSA PEI Plan.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in preparation of budgets and accounting;
- Knowledge and experience in service planning across various age groups;
- Experience in data collection and analysis for report writing;
- Ability to work as a member of a team and to collaborate with other DMH staff and community-based organizations;
- Strong interpersonal and communication skills – both oral and written;
- Strong organizational skills and ability to prioritize;
- Experience in providing supervision of subordinate staff;
- Flexibility and willingness to alter planned work flow to accommodate the Unit's needs;
- Strong commitment to ensuring a high quality work product; and
- Ability to use Microsoft Office including but not limited to Access, Word and Excel.

Individuals holding the payroll title of Health Program Analyst II are encouraged to email or fax their Resume, last two (2) Performance Evaluations and last two (2) years of Master Time Records by **February 25, 2014** to:

**ATTN: Leticia Flores
550 S. Vermont Avenue. 5th Floor, Suite 508
Los Angeles, CA 90020
FAX: (213) 738-6455
lflores@dmh.lacounty.gov**

AN EQUAL OPPORTUNITY EMPLOYER