



## California Institute for Behavioral Health Solutions Job Description

**Job Title:** Senior Associate  
**Department:** Research and Evaluation  
**Reports To:** Samantha Spangler, PhD  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 2022

**Our Values:** Recovery & Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural & Linguistic Inclusion, Outcomes-Driven, & Health Equity.

**Position Summary:** The Senior Associate position is responsible for the planning and implementation of CIBHS projects, which may include evaluation, technical assistance, training, research, policy analysis, contract review, as well as any other needs for CIBHS.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- **Project Management (70%)**
  - Independently conceptualize, develop, promote, and lead new or existing projects, reflecting an understanding of the CIBHS mission, vision, values, and client's needs.
  - Plan and implement identification of content experts, development of scope of work, negotiation of contracts and monitoring of outcomes on behalf of CIBHS.
  - Manage project timeline and complete project within budget.
  - Conduct research, evaluation, and quality improvement strategies.
  - Management and leadership of multiple projects.
- **Budget and Contract Management (15%)**
  - Independently develop and manage budgets in conformance with CIBHS procedure.
  - Independently initiate, review, and manage contracts with CIBHS customers and sub-contractors, in conformance with CIBHS procedure.
- **Training and Technical Assistance (10%)**
  - Conduct needs assessments, strategic planning, and gap analysis.
  - Produce professional articles, policy papers, toolkits, etc.
  - Facilitate trainings and conduct presentations.
- **Business Development (5%)**
  - Independently initiate, review, and manage contracts with CIBHS customers and sub-contractors, in conformance with CIBHS procedure.
  - Develop and maintain working relationships with CIBHS clients, including responding constructively to complaints.
  - Grant writing.
  - Develop, market, and disseminate CIBHS products and publications.
- **Other Essential Duties**
  - Regular, predictable attendance is required.
  - Ability to get along and work effectively with others.

**Supervisory Responsibilities:**

As projects and the team grow, or on behalf of the Director, the Senior Associate will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Measures of Performance:** The Senior Associate shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Analytical Thinking* - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; makes a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; approaches a complex task or problem by breaking it down into its component parts and considering each part in detail; weighs the cost, benefits, risks, and chances for success in making a decision; designs work flows and procedures.
2. *Project Management* - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages multiple projects at once; manages project team activities.
3. *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; tailors the content of speech to the level and experience of the audience; uses appropriate grammar and choice of words in oral speech; organizes ideas clearly in oral speech; responds well to questions; demonstrates group presentation skills; participates in meetings.
4. *Written Communication* - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
5. *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
6. *Diversity* - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
7. *Conceptual Thinking* - Notices similarities between different and apparently unrelated situations; quickly identifies the central or underlying issues in a complex situation; creates a graphic diagram showing a systems view of a situation; applies a theoretical framework to understand a specific situation; weighs the cost, benefits, risks, and chances for success in decision making.



8. *Planning/Organizing* - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
9. *Flexibility* – Ability to see the merits of perspectives other than their own; demonstrates openness to new organizational structures, procedures, and technologies; switches to a different strategy when an initially selected one is unsuccessful; demonstrates willingness to modify a strongly held position in the face contrary to evidence.
10. *Innovation* - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; sponsors the development of new products, services, methods, or procedures; presents ideas and information in a manner that gets others' attention.
11. *Results Orientation* - Develops challenging but achievable goals; develops clear goals for meetings and projects; maintains commitment to goals in the face of obstacles and frustrations; finds or creates ways to measure performance against goals.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Advanced degree in related field, or equivalent professional experience, demonstrating experience with use of quantitative and qualitative data for social science research required.

Master of Public Health (MPH) or PhD preferred.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards, and the public. Able to communicate effectively in English to a wide variety of audiences, both orally in writing. The candidate will need to support the translation of survey materials into California's threshold languages. An ability to speak other languages is a plus, but not required.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products with advanced knowledge/skills in Microsoft Excel. Intermediate to advanced knowledge of statistics and statistical software packages is strongly preferred.

**Other Skills and Abilities:**

- Intermediate to advanced knowledge/skills in Access/SQL Server.
- Familiarity with data visualization tools like Tableau or PowerBI.
- Experience working in or with a fast-paced consulting environment, including managing multiple concurrent deadlines and understanding the needs of customers.
- Advanced communication skills both oral and written.
- Experience designing and conducting data collection, analysis and reporting projects.
- Demonstrated strategic planning, group facilitation, presentation, leadership, and problem-solving skills.
- Flexible and able to work independently and with diverse groups and communities.
- Knowledge of the California behavioral health system and / or the health care service delivery system related to program implementation preferred but not required.
- Ability to manage budgets, develop, and implement project plans and timelines.
- Experience with and/or ability to develop team leadership skills.
- Ability to travel within state and occasionally nationally including flying and overnight stays.

**Physical and Emotional Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.