

Class Spec Details

Class Spec Code New Established Date 07/23/2026

Revised Date

Salary Range

\$33.90 - \$43.29 Hourly

\$2,711.60 - \$6,462.89 Biweekly

\$5,875.14 - \$7,502.92 Monthly

\$70,501.70 – \$90,035.03 Annually

Based On

2080

Bargaining Unit

MG

EEO

EEO4-Administrative Support

Occupation Group

ADM

FLSA

Exempt

Benefit Code

MG

Behavioral Health Services Staff Services Analyst III

***The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.***

For exact salary information please refer to the current salary schedule, [County Website](#)

General Statement of Duties

Under direction, to plan, organize, evaluate, and participate in the work of administrative, program, fiscal, quality improvement, compliance, and technical support staff responsible for Behavioral Health programs and organizational units; to analyze and interpret federal and state behavioral health laws, regulations, Department of Health Care Services (DHCS) requirements, Medi-Cal and CalAIM policies, and County procedures, determining their impact on Behavioral Health programs and services; to develop and conduct staff training regarding regulatory compliance, documentation standards, quality improvement, privacy requirements, and program operations; to perform complex administrative, analytical, fiscal, and technical work in support of Behavioral Health services, contracts, grants, strategic initiatives, and organizational performance; and to perform related work as required.

Distinguishing Characteristics

This is the advanced journey-level Staff Services Analyst classification assigned to the Behavioral Health Department. Incumbents are responsible for coordinating, developing, implementing, and evaluating complex Behavioral Health programs, administrative functions, and support services. Positions in this classification perform advanced analytical assignments involving program development, policy analysis, quality improvement, regulatory compliance, fiscal and contract administration, grant management, and operational planning.

Incumbents exercise considerable independent judgment in analyzing legislation, regulations, operational data, and organizational needs to develop recommendations that improve program effectiveness, regulatory compliance, and service delivery. Responsibilities frequently include

leading projects, coordinating multidisciplinary workgroups, developing policies and procedures, monitoring contracts and performance measures, preparing reports for County leadership and state agencies, and providing technical guidance and training to staff throughout the department.

Reports to

Behavioral Health Director, Deputy Director, Program Manager, Administrative Services Manager, or other designated departmental administrator depending upon assignment.

Classifications Supervised

Varies depending upon assignment and may include Staff Services Analysts, Administrative staff, Office Assistants, Program Coordinators, Fiscal staff, Eligibility or Support staff, and other personnel assigned to Behavioral Health administrative or program operations.

Examples of Duties

- Plans, assigns, coordinates, and reviews administrative, analytical, and program support activities for Behavioral Health programs.
- Analyzes federal and state behavioral health laws, regulations, Medi-Cal, CalAIM, and DHCS requirements to determine operational impacts.
- Develops and implements departmental policies, procedures, and process improvements.
- Coordinates quality improvement initiatives and monitors compliance with regulatory requirements.
- Develops, tracks, and analyzes program performance measures and operational data.
- Plans and delivers staff training on regulations, documentation standards, and departmental policies.
- Provides technical assistance to management and staff regarding Behavioral Health regulations and program requirements.
- Prepares, administers, and monitors contracts, grants, and agreements with community providers and partner agencies.
- Assists with budget development, fiscal analysis, and monitoring of departmental expenditures and funding.
- Conducts organizational studies, program evaluations, and special administrative projects.
- Prepares reports, strategic plans, grant documents, Board agenda items, and other technical and administrative reports.
- Coordinates responses to audits, compliance reviews, and corrective action plans.
- Collaborates with County departments, community partners, providers, and state agencies to improve Behavioral Health services.
- Represents the department at meetings, committees, and interagency workgroups.
- Advises management on program development, operational improvements, staffing, compliance, and resource needs.
- Performs related duties as assigned..

Knowledge of:

- General principles and practices of public administration, organizational management, and public sector operations.
- Principles and practices of Behavioral Health program administration, including program planning, evaluation, and continuous quality improvement.

- Federal and state laws, regulations, and requirements governing Behavioral Health services, including Medi-Cal, CalAIM, Department of Health Care Services (DHCS), and applicable confidentiality requirements.
- Principles of contract administration, grant management, policy development, and regulatory compliance.
- Public program goals, requirements, funding mechanisms, and operational practices applicable to Behavioral Health services.
- Research methods, program evaluation techniques, and statistical analysis.
- Budget development, fiscal analysis, and financial reporting principles.
- Computer systems, electronic health records, software applications, and data management tools used in Behavioral Health administration.
- Principles and practices of project management, staff development, and organizational improvement.
- County policies, administrative procedures, and applicable labor and personnel practices

Skills Desired:

- Perform complex administrative, legislative, regulatory, fiscal, and program analysis.
- Interpret and apply federal, state, and County laws, regulations, policies, and procedures affecting Behavioral Health programs.
- Analyze operational, fiscal, and statistical data and develop practical recommendations.
- Develop, implement, and evaluate departmental policies, procedures, and quality improvement initiatives.
- Coordinate contracts, grants, and special projects from planning through implementation.
- Plan and deliver effective staff training and technical assistance.
- Prepare clear, concise, and comprehensive reports, policies, presentations, and correspondence.
- Communicate effectively orally and in writing with staff, community partners, providers, state agencies, and the public.
- Manage multiple priorities, meet deadlines, and exercise sound independent judgment.
- Establish and maintain effective working relationships with County staff, contracted providers, community organizations, and regulatory agencies.
- Explain complex regulations and program requirements in a clear and understandable manner.
- Utilize computer applications, databases, spreadsheets, and reporting systems to support departmental operations and decision-making.

Typical Qualifications

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

One (1) year of increasingly responsible experience performing administrative, analytical, program management, quality improvement, contract administration, or compliance functions in Behavioral Health, public health, human services, healthcare administration, or a closely related public service environment.

AND

Education equivalent to graduation from an accredited college or university with a bachelor's degree in public administration, business administration, healthcare administration, behavioral science, social science, public health, or a closely related field. Supervisory or analyst experience may be substituted for the required education on a year-for-year basis, up to four (4) years.

Special Requirements:

None

Supplemental Information

Typical Physical Requirements

- Sit for extended periods.
- Frequently stand and walk.
- Normal manual dexterity and eye-hand coordination.
- Occasionally lift and move objects weighing up to 25 pounds.
- Corrected hearing and vision to normal range.
- Communicate effectively in person, by telephone, and through virtual communication platforms.
- Operate standard office equipment, including computers, telephones, calculators, copiers, scanners, printers, and other related office technology.
- Travel to County facilities, partner agencies, and community locations as required.

Typical Working Conditions

- Work is performed in an office environment.
- Continuous contact with County staff, Behavioral Health personnel, contracted providers, partner agencies, and the public.