



## San Francisco Department of Public Health

Grant Colfax, M.D.  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

**CLASSIFICATION AND TITLE:** TEX 1822 Administrative Analyst

**JOB DESCRIPTION:** The New Beds & Facilities team at the Department Public Health's Behavioral Health Services (BHS) / Mental Health San Francisco (MHSF) is accepting one (1) full time position in class 1822 Administrative Analyst.

The SF Department of Public Health is making significant new investments in behavioral health that are designed to expand treatment by adding approximately 400 new beds under the MHSF legislation which approved in 2019. The goal is to reduce wait times and improve access and quality of care. The New Beds & Facilities domain is part of the MHSF workgroup and looking for an eligible candidate who works as Administrative Analyst.

Administrative Analyst at the New Beds & Facilities team is responsible for developing, designing, coordinating, and implementing quality of care and operational improvement analyses for program evaluation. The position works with clinical and non-clinical staff and personnel in evaluating existing and new programs and gathering, analyzing electronic health records and various data.

**LOCATION:** 1380 Howard Street, San Francisco CA, 94103.

**SCHEDULE/SHIFT:** 40 hours per week, Monday – Friday, 8:30AM – 5PM; ability to work on-call as needed.

**SPECIAL CONDITION (if any):** None

**ESSENTIAL DUTIES:** Under general supervision of the domain lead of New Beds & Facilities (NB&F), the 1822 Administrative Analyst will perform the following duties:

- Conducts research and analysis to support BHS/MHSF requirements and new projects under the NB&F team to maintain a network of existing and new residential program resources that matches treatment on demand.
- Identifies issues and determines analytical standards for new bed expansion projects in consultation with the domain leads, stakeholders, and other individuals/experts.
- Functions as a subject matter expert on local, state, and federal regulations on various residential treatment/care programs and San Francisco Mental Health Plan contract requirements.
- Summarizes findings and develops recommendations to proportionately adjust the number of different levels of residential or housing programs in order to meet the needs of treatment and anticipated changes in BHS.
- Designs and coordinates evaluation of data and workflows to identify barriers to timely access and support initiatives to develop remedial action plans and implement counter



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measures based on study results.

- Organizes and tabulates the data collected for evaluation studies and prepare for regular statistical reports and presentation related to all BHS bed activities.
- Manage BHS' daily bad census and tracking system by monitoring the SF DPH's real-time bed census website ([www.findtreatment-SF.org](http://www.findtreatment-SF.org)) and generating monthly bed availability reports.
- Prepares or assists in the preparation of management reports and logical supporting documentation.
- Performs analysis for development of administrative, management, program and organizational policies and procedures in consultation with supervisors and stakeholders.
- Performs analysis for development and administration of competitive bid processes and contractual agreements and relationships in initiating new contracts in collaboration with the Contract office and the MHSF budget/operation manager.
- Writes or assists in writing grant proposals and analyzes finding parameters and other requirements specified by grantor
- Trains other staff in data retrieval and train vendors/contractors/providers to access, update, use and understand evaluation reports.
- Reviews literature and consult with various evaluation committees on their evaluation activities.
- Communicates and collaborates with the Compliance Office, Quality Management, Audits, Billing and Contract Office to ensure quality of care and patient flow.
- Performs related duties as required/assigned.

### **DESIRED QUALIFICATIONS (if any):**

- Analytical ability and skills to handle and solve complex operational issues and problems.
- Experience in planning/administration and data management and analysis in various healthcare settings.
- Knowledge of program evaluation methods, medical terminology, basic statistics, and quality/operational/financial improvement concepts.
- Knowledge of community resources and experience in community setting serving ethnically diverse, homeless/low-income clients.
- Skill in interpersonal-relations and conflict resolutions.
- Customer service orientation.
- Excellent oral and written communication skills.