

**PROPOSED**

**Department of Health Care Access and Information  
Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Information Services Enterprise Data Operations Branch Cost Transparency Section Healthcare Payments Data Unit	
<b>Position Number</b> 441-610-5742-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Specialist I	<b>Working Title</b> Data Quality and Access Specialist	

<b>General Description</b> The Department of Health Care Access and Information (HCAI) is the leader in collecting data and disseminating information about California's healthcare infrastructure. Under the direction of the Staff Services Manager I of the Healthcare Payments Data (HPD) Unit, the Research Data Specialist I (RDS I) will serve as the data quality and access specialist and works in partnership with and in support of the Office of Health Care Affordability (OHCA). The HPD Unit, is responsible for the collection of data including medical and pharmacy claims and encounters, member enrollment data, provider information, and claims and encounters for specialty services such as dental and behavioral health. The data supports California cost transparency efforts and informs policy decisions regarding the provision of health care, and the reduction of health care costs and outcome disparities. In a lead capacity, the RDS I will be responsible for contributing to the development and maintenance of the HPD system including collection, analysis, quality control of data, structuring data for presentation, and evaluating requests from internal and external stakeholders seeking access to program data.  In HCAI's Office of Information Services (OIS) work environment, staff handle confidential patient data. Specific statutes and regulations, and HCAI policies and procedures, govern the collection, storage, disclosure, and use of confidential data. The incumbent is responsible for the safe and secure handling of this data in compliance with these policies and procedures.	
<b>Supervision Received</b>	Under general direction, incumbent reports to the Staff Services Manager I, HPD Unit.
<b>Physical Demands</b>	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

PROPOSED

**Job Duties**

E = Essential, M = Marginal

35%	E	<b>Lead Data Steward (collection, quality control, and analysis):</b> Serve as lead on data received by the HPD Program and works in partnership with and in support of OHCA. Serve as lead on the development, review, and maintenance of data quality standards and edits on data received through the HPD data portal. Evaluate and respond to data submitter requests for variances elevated from HPD data quality analysts (Research Data Analysts). Collaborate with HPD data quality analysts to perform necessary follow-up with health and dental plans and data submitters to resolve reporting concerns. Assess the quality of HPD data and the effectiveness of data edit and validation rules. Independently apply research methodology including problem exploration, data collection, and interpretation of findings. Coordinate trend and forecasting analysis to respond to internal requests regarding HPD. Prepare structured documents of the findings and recommendations for the assessment and improvement of data quality and the effectiveness of edits.
35%	E	<b>Data Access Liaison:</b> Serve as liaison to internal and external consumers of HPD data. Review applications from internal and external stakeholders seeking access to HPD data. Ensure applications are in compliance with applicable data release requirements including security and privacy. Coordinate with HCAI’s privacy officer on review of data applications. Coordinate with the Department of Health Care Services on the review and approval of data requests for Medi-Cal data sources. Evaluate applications based on the goals and objectives of the HPD Program. Query data from the HPD systems using Excel and Structured Query Language and respond to requests from internal staff or external stakeholders regarding data element definitions, submitted data, or the quality or completeness of the data. Maintain a portfolio of custom data reports for future use by internal and external stakeholders. Develop standard reports and visualizations using Tableau, Excel, and other software of HPD data. Develop and make updates to routine dashboard displays and provision of data and related metrics through public and other portals. Contribute to data documentation reviews of the data submission guide, data intake specifications, data dictionary, intake and post processing edits, and data variances. Update internet sites with documentation and data as applicable.
25%	E	<b>Stakeholder engagement, legislation, and regulations:</b> Participate as a lead HPD data quality and access expert for OIS and OHCA by providing consultative services during stakeholder outreach meetings by preparing content and providing presentations to interested parties. Represent the HPD Program and its advisory and data release committees within HCAI, the California Health and Human Services Agency, other state control agencies, federal authorities, legislative staff, industry associations, corporate healthcare entities, special interest advocates, and the public. Monitor national standard setting organizations to determine changes that need to be applied to the standard data layout and required and situational data element content. Research and provide recommendations for legislative bill analyses and regulation promulgation pertaining to HPD data quality and access.
5%	M	Perform other related duties as required.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.

**PROPOSED**

- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

---

---

**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date