Office of Statewide Health Planning and Development
Healthcare Workforce Development Division
Research and Evaluation Section

Duty Statement

EMPLOYEE: Vacant
POSITION NUMBER: 441-212-5742-xxx
TITLE/CLASS: Research Data Specialist I
LOCATION: Sacramento

SECTION A: General Description:

The incumbent serves as a healthcare workforce researcher for the Healthcare Workforce Development Division (HWDD). Under general direction, has responsibility for planning, organizing, and conducting major healthcare research projects related to healthcare workforce and education. Develops reports summarizing outcomes and, when required, presents the information to executive leadership or decision making bodies. Provides consultative services regarding healthcare workforce programs and their impacts, as well as the healthcare workforce industry. Works with the Healthcare Workforce Development Division management, departmental staff, legislative bodies, governmental entities, commissions, stakeholders, and other customers and serves on healthcare workforce planning advisory bodies, ad hoc groups, and other work teams to ensure research is relevant and accurate.

Supervision Received: Reports directly to the Research Data Supervisor II.

Physical Demands: 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.

Typical Working Conditions: Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of OSHPD. Some travel may be required.

SECTION B: Essential Functions:

30% Healthcare Workforce Research – Under general direction, plan and implement research protocol to study healthcare workforce trends, identify opportunities to increase the number of providers in areas of unmet need, and/or support the inclusion of under-represented minorities in the healthcare workforce through new programs or changes to existing programs. Collaborate with HWDD’s Healthcare Workforce Policy sections and/or subject matter experts to define and plan research projects, and identify appropriate research protocol and methods. Protocol includes the assessment of research methods, identification of appropriate data and/or data collection tools, and development of a research project plan. Research methods may include forecasting, statistics, survey, and focus group techniques. Perform complex research. Develop reports and presentations summarizing findings for decision makers.
30% **Program Evaluation:** Under general direction, plan and implement research protocol to evaluate the impact of HWDD healthcare workforce programs. Collaborate with HWDD’s Grants Management and Healthcare Workforce Policy sections, and other subject matter experts to define and plan program evaluation measures and outcomes, and identify appropriate research protocol and methods. Protocol includes the assessment of research methods, identification of appropriate data and/or data collection tools, development of a research project plan, and may include research methods such as, forecasting, statistics, survey, and focus group techniques. Develop reports and presentations summarizing findings for decision makers.

25% **Program Design:** Under general direction, research and implement strategies for effective healthcare workforce program policy. Collaborate with HWDD’s Grants Management and Healthcare Workforce Policy sections, and other subject matter experts to define and implement grant program incentives. Present recommendations regarding grant program design to upper management and governing bodies.

10% **Data Validation and Provisioning:** Liaise with various state organizations to identify, collect, analyze, and report on healthcare workforce data. Create data models to guide data collection activities. Apply research methods to normalize data. Develop logic checks to ensure data accuracy. Liaise with OSHPD’s Information Services Division to ensure data models, normalization, and logic checks are appropriately automated.

**SECTION C: Marginal Functions:**

5% Perform other duties as assigned.

**SECTION D: Other Expectations:**

- Demonstrates a commitment to OSHPD and HWDD’s mission, vision, and goals.
- Maintains good work habits and adheres to all OSHPD policies and procedures.
- Successfully completes work assignments and meets deadlines as required.
- Maintains professionalism, recognizes the needs of others, and treats others with respect and dignity.
- Ability to reason logically and creatively and use a variety of analytical techniques to resolve complex departmental/division problems.

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**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 of this position with the employee.

_________________________  _______________________________
Employee Signature/Date    Supervisor Signature/Date
SECTION A: General Description:

The incumbent is a highly skilled practitioner and advisor who serves as a prime healthcare workforce researcher and innovator for the Healthcare Workforce Development Division’s (HWDD) executive leadership and decision-making bodies. Lead responsibility for planning, organizing, and conducting major healthcare research projects related to healthcare workforce and education. Leads the development of reports and presents the information to executive leadership or decision-making bodies. Provides consultative services regarding healthcare workforce programs and their impacts, as well as the healthcare workforce industry. Conducts healthcare research projects using Geographic Information Systems (GIS) and involving spatial analysis. Works closely with the Information Services Division (ISD) on GIS related projects. Works with the Healthcare Workforce Development Division (HWDD) management, departmental staff, legislative bodies, governmental entities, commissions, stakeholders, and other customers and serves on healthcare workforce planning advisory bodies, ad hoc groups, and other work teams to ensure research is relevant and accurate.

Supervision Received: Reports directly to the Research Data Supervisor II.

Physical Demands: 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.

Typical Working Conditions: Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of OSHPD. Some travel may be required.

SECTION B: Essential Functions:

30% Healthcare Workforce Research

Plans and implements research protocol to study healthcare workforce trends, identify opportunities to increase the number of providers in areas of unmet need, and/or support the inclusion of under-represented minorities in the healthcare workforce through new programs or changes to existing programs. Collaborates with HWDD’s Policy Team and/or subject matter experts to define and plan research projects, and identify
appropriate research protocol and methods. Protocol includes the assessment of research methods, identification of appropriate data and/or data collection tools, and development of a research project plan. Research methods may include forecasting, statistics, survey, and focus group techniques. Perform the most complex research. Act in a lead capacity, directing the work of others in completing the research. Develop reports and presentations summarizing findings for decision makers.

25% **Program Evaluation**
Plans and implements research protocol to evaluate the impact of HWDD healthcare workforce programs. Collaborates with HWDD’s Grants Management section, Policy section, and other subject matter experts to define and plan program evaluation measures and outcomes, and identify appropriate research protocol and methods. Protocol includes the assessment of research methods, identification of appropriate data and/or data collection tools, development of a research project plan, and may include research methods such as, forecasting, statistics, survey, and focus group techniques. Conduct the most complex research. Act in a lead capacity, directing the work of others in performing program evaluation. Develop reports and presentations summarizing findings for decision makers.

20% **Data Validation and Provisioning**
Liaise with various state organizations to identify, collect, analyze, and report on healthcare workforce data. Create data models to guide data collection activities. Apply research methods to normalize data. Develop logic checks to ensure data accuracy. Liaise with OSHPD’s Information Services Division to ensure data models, normalization, and logic checks are appropriately automated.

10% **Geographic Information Systems (GIS):** Coordinate with the ISD on planning and conducting GIS related projects. Serve as a HWDD GIS coordinator and specialist to produce specialized demographic and program maps to support HWDD studies and programs. Coordinate HWDD’s GIS activities with OSHPD Director’s Office, ISD, and external GIS-related services providers, and vendors. Analyze data, and create maps using the latest software technology.

10% **Contractor Coordination:** Coordinate the activities of research contractors. Provide input on research protocol, design, and data. Evaluate contractor deliverables. Provide feedback to contractors. Advise HWDD executive management on status of contractor deliverables.

**SECTION C: Marginal Functions:**

5% Perform other duties as assigned.
SECTION D: Other Expectations:

- Demonstrates a commitment to OSHPD and HWDD’s mission, vision, and goals.
- Maintains good work habits and adheres to all OSHPD policies and procedures.
- Successfully completes work assignments and meets deadlines as required.
- Maintains professionalism, recognizes the needs of others, and treats others with respect and dignity.
- Ability to reason logically and creatively and use a variety of analytical techniques to resolve complex departmental/division problems.

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 of this position with the employee.

__________________________________  _________________________________
Employee Signature/Date    Supervisor Signature/Date