

**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	
<b>Position Number</b> 441-610-5770-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Specialist III	<b>Working Title</b> Senior Data Programs Specialist	

<b>General Description</b> The Department of Health Care Access and Information (HCAI) is a leader in collecting data and disseminating information about California's healthcare infrastructure. The Research Data Specialist III (RDS III) will serve as the senior data programs specialist and independently provide subject matter expertise in the areas of data collection, visualization, and analysis standards for the programs under the Enterprise Data Operations Branch (EDOB). The RDS III will independently perform the most complex ad hoc research and data requests to inform HCAI senior leadership within the Office of Information Services (OIS) and the Office of Health Care Affordability (OCHA). The incumbent will develop, track, and monitor key performance indicators for the data collection programs, and participate in data governance activities. In addition, the RDS III will provide technical assistance and training to junior level research data specialist and analysts within the Branch. The incumbent must demonstrate advance experience using statistical software such as SAS, Data Grip, SQL and business intelligence tools such as Tableau, Power BI or other related visualization software.	
<b>Supervision Received</b>	Under general direction, incumbent reports to the Enterprise Data Operations Branch Chief (CEA A).
<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.
<b>Job Duties</b> E = Essential, M = Marginal	

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35%	E	<b>Data collection, visualization, and analysis:</b> Independently provide subject matter expertise in data collection, visualization, analysis standards for Enterprise Data Operation Branch (EDOB) programs. Perform the most complex analysis utilizing statistical and business intelligence software to investigate the intersectionality between healthcare claims and encounter, pharmaceutical manufacturer, patient discharge, hospital financial and utilization data. Provide consultation to branch management to respond to inquiries by internal and external stakeholders regarding data programs. Apply de-identification rules and guidelines as specified by the California Health and Human Services Agency. Serve as the data liaison between EDOB and Office of Healthcare Affordability (OHCA) on joint research and data analysis projects. Independently prepare data policy briefs, white papers, business intelligence dashboards, and presentations to inform senior leadership on the performance of EDOB data programs.
30%	E	<b>Ad hoc data reports and research requests:</b> Independently or as a lead perform the most complex ad hoc data reports and research requests to inform senior Office of Information Services (OIS) and OHCA leadership on regulation, statutory, or policy related inquiries. Research and develop innovative approaches to answering complex EDOB data program issues pertaining to data collection and intake. Independently write data queries using statistical software to respond to requests from internal or external stakeholders regarding EDOB data programs. Leverage research methods to perform qualitative and quantitative research analysis to inform data and policy recommendations at the state and national level. Participate and present at meetings, conferences, and/or committee meetings representing the department.
20%	E	<b>Data governance:</b> Serve as the data programs subject matter expert in data governance activities for EDOB. Collaborate with the EDOB Senior Program and Policy Liaison and section managers to develop and maintain standards for data element definitions. Review and contribute to the development and maintenance of an electronic repository of data governance materials such as an inventory of data elements, data specification guides, and other materials. Serve as the point of contact for data documentation of EDOB data programs within OIS. Participate in departmental data governance committee meetings and provide recommendations as appropriate.
10%	E	<b>Key performance indicator development, tracking, and technical assistance:</b> Collaborate with EDOB management to develop key performance indicators to monitor the OIS operational plan and strategic goals. Develop dashboards or other visualizations to monitor performance on an annual basis. Provide recommendations to adjust key performance indicators as appropriate. Participate in meetings and workgroups pertaining to strategic planning as required. Provide technical assistance and training to junior level research data specialist and analysts within EDOB as needed.
5%	M	<b>Perform other related duties as required.</b>

**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.
- 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.

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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 and expectations of this position with the employee.

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

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

DRAFT