

**Duty Statement**

Classification: Research Data Analyst I	
Working Title: Dashboard Data Analyst	
Program: Enterprise Data and Information Management	
Division: Program Data Reporting	Branch: Managed Care Plan Data Support Branch
Section: Managed Care Health Plan Reporting	Unit: Managed Care Health Data Reporting
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: R01 <input type="checkbox"/> Position Number: 803-397-5731-910
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>The Research Data Analyst I (RDA I) will perform basic research, data gathering, scheduled report maintenance, and statistical work in one or more areas of a broad range of subject matters such as a variety of basic research, data gathering, scheduled report maintenance, and statistical work, and data analysis with a primary focus on supporting the statewide implementation of DHCS' CalAIM Initiative utilizing structured and unstructured data from existing reports and resources for department improvement. The RDA I utilizes a variety of structured and unstructured data from existing reports including, but not limited to: population health management, Medi-Cal managed care plan data, plan-specific HEDIS and CAHPS data; Medi-Cal managed care health plan encounters and utilizations; fee-for-service Medi-Cal claims data; and other State and federal data. Employing data science applications such as Excel, MIS/DSS/Business Objects, SAS, Teradata SQL Assistant etc. The RDA I maintains routine dashboards using a combination of Power BI and program data reporting templates. The RDA I is expected to identify outliers, trends and patterns, and immediately notify management of these observations. Using basic analysis, the RDA I will assist in addressing immediate and ongoing data analytics needs of the CalAIM Initiative. The RDA I will work with Unit staff to respond to and fulfill data requests including but not limited to Ad Hoc Internal, Public Records Act, and data for dashboards, studies and evaluations. The RDA I will also assist with performing crucial data suppression on highly sensitive managed care data by employing DHCS' Data De-Identification Guidelines and personal health data privacy methodologies. The RDA I will work with Research Data Specialists within the Unit/Section to train on new workstreams and also to collaborate on projects and assignments.</p> <p>The Department will provide reasonable accommodations to meet these requirements.</p> <p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
40%	Under direct supervision, the RDA I will research, gather, compile, and analyze structured and unstructured data to support the DHCS CalAIM initiatives related to the areas of full spectrum care coordination, utilization, encounters, performance measurement, program evaluation and quality of care trends in Medi-Cal managed care; conduct and interpret descriptive statistical analyses using appropriate software from MIS/DSS/Business Objects, enterprise data solutions and other databases to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports.
30%	Responsible for the publication cycle of assigned public reports and dashboard products, including editing narrative text using Word, and remediation for document accessibility using Equidox or other appropriate accessibility-compliant applications. Develop and prepare program reporting templates, Power BI-based and/or ArcGIS-based dashboards, and/or other comparative data products.
15%	Analyze written and numerical data, speak and write effectively; develop and evaluate alternatives, make recommendations, solutions, and conclusions or approaches to research problems. Manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project. Objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.
10%	Prepare presentations and deliver presentations as assigned. Provide training for peers and others. Support data literacy within EDIM and throughout DHCS by responding to data requests and supporting data projects primarily relating to the CalAIM Initiative effort, other areas of the department, health plans, and other external stakeholders; collect and analyze data from DHCS information systems; prepare ad hoc reports. Perform crucial data suppression and de-identification work on sensitive healthcare datasets. Provide immediate notification to the Unit Chief concerning data issues such as outliers, validity, and inconsistencies. Cultivate and maintain positive relationships within the Unit, Section, Branch and across the department. The RDA I will prepare and present performance findings in PowerPoint, Webex, Teams, Skype, Zoom, etc. Design and program analytical functions, data visualization, and other analytical tools using appropriate data science applications as needed. Ensure all products are consistent with the DHCS Data Publishing Style Guide, the DHCS Playbook, the DHCS Data De-identification Guidelines, and other departmental standards.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Perform other duties as assigned.

**Supervision Received:** Under Close Supervision by the (enter supervisor classification):  
Managed Care Health Data Reporting Unit Chief.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

- Ability to identify data quality issues (e.g., outliers, missing data) and propose solutions to ensure data integrity.
- Strong analytical thinking and attention to detail in designing effective research questions and interpreting results.
- Knowledge of beginner to intermediate Excel skills, including the ability to perform pivot tables, v-lookups, and complex formulas.
- Strong organizational skills to manage multiple projects and meet competing deadlines.
- Excellent written communication skills to draft clear, concise narrative reports, research summaries, and emails.

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Travel May be Required:  Occasional  Over Night  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
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**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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**Duty Statement**

Classification: Research Data Analyst II	
Working Title: Dashboard Data Analyst	
Program: Enterprise Data and Information Management	
Division: Program Data Reporting	Branch: Managed Care Plan Data Support Branch
Section: Managed Care Health Plan Reporting	Unit: Managed Care Health Data Reporting
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: R01 <input type="checkbox"/> Position Number: 803-397-5731-910
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>The Research Data Analyst II (RDA II) will independently conduct varied and complex research and data analysis. The RDA II will perform ad-hoc report development, conduct statistical work in a variety of subject matters primarily focusing on supporting the statewide implementation of DHCS' CalAIM Initiative, utilize structured and unstructured data from existing reports and resources including, but not limited to: population health management, Medi-Cal managed care plan data, plan-specific HEDIS and CAHPS data; Medi-Cal managed care health plan encounters and utilizations; fee-for-service Medi-Cal claims data; and other State and federal data create and implement research projects, and data models.</p> <p>This includes but is not limited to routine dashboards, performance evaluation reports and visual aids, and identifying trends and patterns using historical data. Using in-depth analysis, the RDA II will assist in developing strategies and solutions for addressing immediate and ongoing data analytics needs of the CalAIM Initiative with an emphasis on population health management. The RDA II will independently respond to and fulfill data requests including but not limited to Ad Hoc Internal, Public Records Act, and data for dashboards, studies and evaluations. The RDA II will also perform crucial data suppression on highly sensitive managed care data by employing DHCS' Data De-Identification Guidelines and personal health data privacy methodologies. The RDA II will work with Research Data Specialists within the Section to train on new workstreams and also to collaborate on projects and assignments.</p> <p>The Department will provide reasonable accommodations to meet these requirements.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
40%	Under general supervision, the RDA II will query, mine, analyze, and manipulate data to support the DHCS CalAIM initiatives related to the areas of full spectrum care coordination, utilization, encounters, performance measurement, program evaluation and quality of care trends in Medi-Cal managed care; this includes collecting, extracting, and retrieving data from MIS/DSS/Business Objects, enterprise data solutions and other databases; communicate effectively both orally and in writing to internal and external stakeholders related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems. The RDA II will own and lead the entire publication cycle of assigned public reports and dashboard products, including editing narrative text using Word, and remediation for document accessibility using Equidox or other appropriate accessibility-compliant applications. Develops and prepares program reporting templates, Power BI-based and/or ArcGIS-based dashboards, and/or other comparative data products.
35%	Design and validate studies and analyze the accuracy of data collected from MIS/DSS/Business Objects, enterprise data solutions and other databases; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems.
10%	Prepare and deliver presentations as assigned. Provide training for peers and others. Support data literacy within EDIM and throughout DHCS by responding to data requests and support data projects primarily relating to the CalAIM Initiative effort, other areas of the department, health plans, and other external stakeholders; collect and analyze data from DHCS information systems; prepare ad hoc reports. Perform crucial data suppression and de-identification work on sensitive healthcare datasets. Provide immediate notification to the Unit Chief concerning data issues such as outliers, validity, and inconsistencies. Cultivate and maintain positive relationships within the Unit, Section, Branch and across the department. The RDA II prepares and presents performance findings in PowerPoint, Webex, Teams, Skype, Zoom, etc.
5%	Consult with and advise multiple partners/stakeholders on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.
5%	Ensure all products are consistent with the DHCS Data Publishing Style Guide, the DHCS Data De-identification Guidelines, the DHCS Playbook, and other departmental standards. Perform tasks as a project lead consistent with the DHCS Playbook.

<b>Description of Duties</b>	
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5%	Perform other duties as assigned.

**Supervision Received:** Under General Supervision by the (enter supervisor classification):  
Managed Care Health Data Reporting Unit Chief.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

- Ability to identify data quality issues (e.g., outliers, missing data) and propose solutions to ensure data integrity.
- Strong analytical thinking and attention to detail in designing effective research questions and interpreting results.
- Knowledge of beginner to intermediate Excel skills, including the ability to perform pivot tables, v-lookups, and complex formulas.
- Strong organizational skills to manage multiple projects and meet competing deadlines.
- Excellent written communication skills to draft clear, concise narrative reports, research summaries, and emails.

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Travel May be Required:  Occasional  Over Night  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_

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HRD Analyst Name:	HRD Analyst Signature:	Date:
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Employee Name:	Employee Signature:	Date:
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**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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