

## Department of Health Care Access and Information

### Duty Statement

Proposed

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Workforce Development Research and Evaluation Branch	
<b>Position Number</b> 441-224-5737-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Supervisor II	<b>Working Title</b> Workforce Research and Analytics Section Chief	

#### General Description

Under the general direction of the Research and Evaluation Branch Chief, the Research Data Supervisor II (RD Sup II) serves as Chief of the Workforce Research and Analytics Section. The RD Sup II leads advanced data modeling and workforce analytics that inform HCAI's investments, strategies, and transparency efforts on how to target BH-Connect funding best. This position is responsible for supervising a team of Research Data Specialists and overseeing the full lifecycle of research activities, including supply and demand forecasting, public dashboards, modeling infrastructure, and research publications. The supervisor ensures that the Section's work is methodologically sound, equity-focused, and aligned with statewide health workforce goals. This position plays a key leadership role in ensuring the strategic application of modeling insights to support program operations, funding decisions, and long-term planning.

<b>Supervision Received</b>	Will report to the Research Data Manager
<b>Supervision Exercised</b>	Research Data Specialists, Research Data Analysts, and a Research Data Supervisor
<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>	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.

#### Job Duties

**E = Essential, M = Marginal**

- 25%    **E    Workforce Supply and Demand Modeling**  
Provides strategic and technical direction for the section's development of supply and demand forecasting models. These models, built in Python using libraries such as pandas, scikit-learn, and matplotlib, support program design, BH-Connect grant targeting, and state-level workforce planning. Ensures that modeling activities are methodologically rigorous, well-documented, scalable, and regularly reviewed for quality and policy relevance. Guide staff in applying machine learning techniques—such as regression, classification, and clustering—to enhance model accuracy and responsiveness to emerging trends. Ensure reproducibility, review modeling assumptions, and integrate feedback from program staff and stakeholders to strengthen outputs.
- 20%    **E    Data Visualization, Publication, and Geographic Tools**  
Oversee the development of public-facing dashboards and data visualizations that communicate key workforce trends, capacity metrics, and equity indicators. Staff under this role use Tableau,

ArcGIS, and other tools to build interactive dashboards and data products. Ensures that products meet accessibility standards, adhere to California's de-identification guidelines, and reflect stakeholder input. Responsible for overseeing the maintenance and methodological integrity of geographic designations such as Medical Service Study Areas (MSSAs), which are critical for shortage identification and program eligibility. Visualizes how the BH Connect program impacts, progresses, etc.

20% E **Cross-Divisional Collaboration and Data Governance**

Actively engages in HCAI's data governance processes to ensure consistency in workforce modeling, definitions, and indicators across the department. They collaborate with the different branches in HCAI to ensure data products support enterprise-level data standards and shared research agendas. The supervisor represents the section in cross-agency initiatives, internal workgroups, and stakeholder meetings, helping align modeling priorities with broader system needs.

10% E **Research Protocol and Workforce Studies**

Provides leadership and guidance to staff designing and executing research studies on workforce access, education pipelines, and health equity. Support the development of study protocols, ensure appropriate research methods are selected, and coordinate with OHWD's policy team to ensure research activities align with legislative priorities. Conduct mixed-methods research, develop reports, lead literature reviews, and analyze trends impacting provider distribution and underserved populations. Ensures research deliverables are timely, actionable, and presented effectively to internal and external audiences

10% E **Staff Oversight and Development**

Manage a diverse team of Research Data Specialists and a Supervisor, providing oversight of daily operations, workload distribution, and project timelines. The supervisor is responsible for recruitment, onboarding, training, performance management, and professional development. They foster a collaborative and inclusive team culture, encourage innovation and continuous learning, and provide coaching and mentorship that supports both individual and unit-wide growth.

10% E **Stakeholder Engagement and Strategic Planning**

Represent the RDC in public and internal forums, including stakeholder meetings and interagency workgroups. Deliver presentations, provide technical assistance, and ensure that workforce data products are responsive to stakeholder needs. Contribute to the development of HCAI's research and modeling agenda, helping to define RDC priorities that align with the department's equity goals, program timelines, and policy direction. Help translate complex data into actionable insights that inform strategic planning, workforce interventions, and funding decisions.

5% M Performs other duties as assigned.

**Other Expectations**

- 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.

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Employee Signature/Date

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Supervisor Signature/Date