

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Research and Evaluation Branch Program Data and Evaluation Section Data and Analytics Unit	
Position Number 441-212-5731-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Analyst II	Working Title Data Analyst	

General Description

The incumbent serves as an analyst for supporting the various data-related projects for the Office of Health Workforce Development (OHWD). This position supports the development of reports summarizing data findings/outcomes. The incumbent has knowledge of data provisioning, validation, testing, standardization, reporting/dissemination, and application scoring criteria. Utilizes a variety of software packages to conduct research, perform data analyses, and create data visualizations (e.g., SAS Enterprise Guide, Python, Tableau, Qualtrics, ArcGIS, Excel, and PowerPoint). Analyzes qualitative and quantitative data and understands survey design, as well as best practices for a variety of data collection and reporting processes. Works with OHWD management, departmental staff, legislative bodies, governmental entities, commissions, stakeholders, and other customers and serves on ad hoc groups, and other work teams to ensure research is relevant and accurate.

Supervision Received	Reports directly to the Research Data Supervisor I, Data and Analytics Unit
Supervision Exercised	None
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 OHWD. Some travel may be required.

Job Duties

E = Essential, M = Marginal

40% E **Data Standardization, Collection, and Validation:** Assists in the development and implementation of best practices and standardizations for data collection and validation, a minimum data set, and application scoring criteria for OHWD's workforce programs. Develops and documents internal processes and procedures. Ensures data alignment between OHWD programs and the Research Data Center to begin tracking health professionals over time. Coordinates and collaborates with the Office of Information Services (OIS) to ensure all programs are following the approved data standards and incorporating them into multiple systems and across all programs. Reviews OIS' Business Requirements Design documents and

wireframes. Conducts user experience testing for program applications, annual reports, surveys, etc. across multiple platforms.

30%	E	Data Analysis and Reporting: Develops and makes presentations regarding program outcomes and data products to various audiences (internal and external). Conducts data analyses and develops legislative and other reports. Provides support for grant application scoring, data collection, standardization, and reporting. Utilizes Tableau, SAS, Python, ArcGIS, Qualtrics, PowerPoint, Excel, and ArcGIS for developing programs' annual reports, surveys, data analyses, data visualizations, tables, maps, flyers, data stories, and dashboards to display workforce and program data. Reviews all documentation, analyses, evaluation outcomes, data visualizations, dashboards, and other data products, legislative (and other) reports, presentations, and additional staff work.
20%	E	Stakeholder Engagement: Works with a wide variety of internal and external stakeholders on data collection and dissemination, including state agencies, local agencies, and private partners. Ensure stakeholder subject matter expertise is systematically documented and reflected in work products. Presents to a wide variety of stakeholders on HCAI's efforts around consistent data collection.
5%	E	Monitors workforce research through publications to remain current on research methodologies, evolving standards, and recent trends related to the health workforce.
5%	M	Perform 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.

To Be Signed by the Employee and Immediate Supervisor

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

Employee Signature/Date

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

Supervisor Signature/Date