

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Research and Evaluation Branch Workforce Research and Analytics Section Visualization and Analytics Unit	
Position Number 441-224-5734-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Supervisor I	Working Title Visualization and Analytics Unit Chief	

General Description

The Research Data Supervisor I (RD Sup I) oversees the Visualization & Analytics Unit within the Workforce Research and Analytics Section. This position provides leadership and direction to Research Data Specialists and Analysts responsible for fulfilling workforce data requests, developing dashboards, and publishing open data products. The RD Sup I manages workloads, assigns and reviews tasks, and ensures that all outputs meet De-Identification Guidelines (DDG), Data Governance standards, and accessibility requirements. The supervisor is responsible for monitoring the workforce data mailbox, prioritizing and delegating requests, and ensuring timely, accurate, and customer-focused responses to stakeholders, primarily for the BH-CONNECT initiative programs. In addition, the RD Sup I guides staff development through mentoring, training, and performance management while fostering a culture of collaboration, innovation, and continuous improvement. By overseeing the production of high-quality, transparent, and user-friendly workforce data products, this position plays a key role in advancing HCAI's mission to improve access to healthcare through workforce research and analytics.

Supervision Received	Will report to Research Data Supervisor II, Workforce Research and Analytics Section
Supervision Exercised	Supports RDA II and RDS I employees
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	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public. Hours of work to cover business hours of 8:00 a.m. to 5:00 p.m.

Job Duties

E = Essential, M = Marginal

30%	E	Supervision and Workload Management- BH-CONNECT and related tasks: Supervises staff in the Visualization & Analytics Unit, including Research Data Specialists and Research Data Analysts. Assigns, prioritizes, and reviews staff work related to data requests, visualization development, and open data publication. Provides technical direction, sets expectations, and ensures staff meet deadlines and quality standards. Conducts regular workload reviews, monitors progress, and reallocates resources as needed to balance priorities. Evaluates staff performance, prepares probationary and annual reports, and addresses performance or conduct issues in accordance with HCAI policies.
30%	E	Oversight of Data Requests and Analytics - BH-CONNECT and related tasks: Oversees the intake, triage, and fulfillment of internal and external workforce data requests. Ensures methodologies are sound, results are accurate, and deliverables comply with De-Identification Guidelines (DDG) and Data Governance standards. Provides subject matter expertise on complex or sensitive requests, reviews responses for accuracy and clarity, and communicates findings to leadership,

policymakers, and stakeholders as appropriate. Tracks request trends and develops strategies, tools, or standard templates to streamline recurring inquiries.

20%	E	Oversight of Visualization and Open Data Products - BH-CONNECT and related tasks: Provides leadership in the design and maintenance of public-facing dashboards and open data products. Ensures visualization products (e.g., Tableau, Power BI, ArcGIS) are accurate, accessible, and user-friendly, and that open data products are anonymized, documented, and consistent with internal data sources. Reviews and approves metadata, data dictionaries, and technical documentation to ensure clarity and usability. Coordinates with IT staff on platform support, monitors release schedules, and ensures timely updates of public products.
10%	E	Mailbox and Stakeholder Communications - BH-CONNECT and related tasks: Oversees the workforce data mailbox to ensure timely, accurate, and professional responses to inquiries. Delegates routine requests to staff, responds to high-priority or sensitive inquiries directly, and monitors response times to assess performance. Maintains logs of requests and resolutions, identifies recurring data needs, and works with leadership to develop new dashboards, FAQs, or data tools to address stakeholder demand. Serves as a point of escalation for external partners, program staff, and the public.
5%	E	Continuous Improvement - BH-CONNECT and related tasks: Leads efforts to improve unit workflows, tools, and processes to increase efficiency, accuracy, and impact. Develops and updates standard operating procedures (SOPs) and ensures consistent application across staff. Promotes staff development by identifying training needs, supporting professional growth, and mentoring staff in visualization, data governance, and stakeholder communication. Encourages innovation and adoption of new technologies or methods that enhance quality assurance and efficiency.
5%	M	Performs other duties as assigned related to BH Connect initiatives.

Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCIA'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 HCIA's mission, vision, and goals.
- Demonstrate a commitment to HCIA's Core Values.
- Maintain good work habits and adhere to all HCIA policies and procedures.

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