

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 441-224-5742-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Specialist I	Working Title Workforce Research Specialist	

General Description

The Research Data Specialist I (RDS I) is the lead analyst in the Visualization & Analytics Unit, responsible for managing complex workforce data requests, developing interactive dashboards, and overseeing open data products. The position applies advanced analytic methods, ensures compliance with Data De-Identification Guidelines (DDG) and Data Governance standards, and translates complex data into accessible visualizations for policymakers and the public, primarily for the BH-CONNECT Initiative programs. The RDS I oversees the workforce data mailbox, responds to high-priority inquiries, and reviews staff work for accuracy and quality. In addition, the role leads quality assurance efforts, develops standard operating procedures, and mentors other analysts, ensuring that HCAI delivers accurate, transparent, and user-friendly workforce data products.

Supervision Received	Will report to the Research Data Supervisor I
Supervision Exercised	NA
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.

Job Duties

E = Essential, M = Marginal

- 30% E **Data Requests & Analytics - BH-CONNECT and related tasks:**
Leads the intake, triage, and fulfillment of complex internal and external data requests, ensuring consistency, accuracy, and adherence to timelines. Assign tasks to staff and provides oversight on data extraction, cleaning, transformation, and integration across multiple data sources. Applies advanced analytic methods such as statistical modeling, forecasting, and multivariate analysis to workforce datasets. Reviews and validates staff work for accuracy, provides technical guidance on analytic approaches, and develops standardized templates for recurring requests. Coordinates with other sections or external partners when cross-unit data is required. Ensures all deliverables comply with DDG and data governance standards, and communicates findings to stakeholders through technical briefs, reports, dashboards, and other visual summaries tailored to audience needs.
- 30% E **Visualization Development - BH-CONNECT and related tasks:**
Designs, develops, and maintains advanced dashboards and visualization products using Tableau, Power BI, ArcGIS, or similar tools. Provides technical direction on visualization methods, data structures, and tool selection to ensure products are interactive, user-friendly, and aligned with stakeholder needs and HCAI standards. Oversees quality assurance reviews, ensuring products meet DDG and data governance standards, as well as accessibility requirements (e.g., WCAG). Coordinates iterative development by gathering and incorporating stakeholder feedback, testing visualizations for accuracy and performance,

and resolving technical issues. Establishes version control and documentation protocols for visualization projects and ensures visual products are updated on a regular schedule. Collaborates with the Communications team to help promote the release of new data products, such as reviewing social media posts, approving content creation, and co-developing listserv announcements. May occasionally give presentations or demonstrations on data products at public meetings (e.g., WET Council).

20% E **Open Data Production - BH-CONNECT and related tasks:**

Oversees the preparation, formatting, and publication of open data products on HCAI's portals and other approved platforms. Reviews and approves metadata, data dictionaries, user guides, and technical documentation to ensure datasets are complete, clear, and accessible to end users. Ensures DDG rules are correctly applied and followed, and all public datasets align with internal source files. Coordinates with IT staff and platform administrators to troubleshoot publishing issues, monitor usage metrics, and identify opportunities to enhance the usability of open data products. Maintains oversight of version control logs, ensures timely dataset updates, and establishes archival procedures for retired datasets.

10% E **Mailbox & Communications - BH-CONNECT and related tasks:**

Oversees the workforce data mailbox, ensuring all inquiries are acknowledged and resolved in a timely and professional manner. Delegates routine requests to staff and personally responds to complex, sensitive, or high-priority inquiries. Tracks response times, identifies performance trends, and develops strategies to improve customer service. Maintains a log of inquiries and resolutions to support accountability and reporting. Provides clear, audience-appropriate communications with internal and external stakeholders, identifies recurring data needs that may require development of tools, dashboards, or FAQs, and shares insights with leadership to inform decision-making.

5% E **Continuous Improvement & Staff Development - BH-CONNECT and related tasks:**

Leads process improvement initiatives to enhance unit efficiency, accuracy, and impact. Develops and updates standard operating procedures (SOPs), workflow documentation, and staff onboarding and training materials. Provides coaching and mentoring to Research Data Analysts, supporting their skill development in visualization, analytics, data governance, and communication. Identifies opportunities to adopt innovative tools, automate recurring processes, and strengthen quality assurance practices. Encourages staff participation in professional development opportunities and models best practices in project management, data integrity, and stakeholder engagement.

5% M Performs other duties as assigned related to BH-Connect.

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

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

Employee Signature/Date

Supervisor Signature/Date