

**Department of Health Care Access and Information
(Proposed) Duty Statement**

Employee Name Vacant	Organization Office of Health Care Affordability Health System Performance Branch Health Equity and Quality Performance Group	
Position Number 441-606-8336-001	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist II	Working Title Senior Equity and Quality Specialist	

General Description Under the direction of the Health Equity and Quality Performance Group Manager, develops, monitors, and reports a single set of health equity and quality measures and a health disparity reduction methodology for evaluating the performance of health care service plans, health insurers, hospitals, and physician organizations. Conducts research and analysis to monitor and evaluate health equity and quality performance and develops dashboards, data visualizations, and summary of analyses for public reporting of health equity and quality performance. Engages in positive relationships with external stakeholders and supports internal and external communications.	
Supervision Received	Reports to the Health Equity and Quality Performance Group Manager.
Supervision Exercised	N/A
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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.
Job Duties E = Essential, M = Marginal 35% E Health Equity and Quality Performance Monitoring and Methodology Development Leads the development, adoption, and refinement of a single set of health equity and quality measures for evaluating the performance of health care service plans, health insurers, hospitals, and physician organizations. Leads the development of a health equity performance methodology to assess health disparities. This includes, but is not limited to, disparities affecting populations who face barriers to affordable health care due to their race, language, national origin, gender or gender identity, sexual orientation, disability, economic status or health and informed by geographic variation. Identifies health equity and quality measure performance data sources and develops processes and procedures for collecting data to evaluate health equity and quality performance. Leads research and analysis to monitor and evaluate the health equity and quality performance of California's health care service plans, health insurers, hospitals, and physician organizations using the	

single set of standard health equity and quality measures. Leads complex policy and data analysis, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Leads the development of the methodology for equity adjustments to cost targets that account for the social determinants of health and other factors related to health equity.

25%	E	Health Equity and Quality Performance Reporting Independently creates dashboards, data visualizations, and summary of analyses of health equity and quality performance of health care entities that will be included in the OHCA Annual Report and other public reports. Summarizes analysis, contributes to report drafting and development, and prepares recommended policy actions based on results of analysis. Provides options and recommendations for data visualization to promote audience comprehension of analysis.
20%	E	Health Equity and Quality Research Conducts advanced research to build and maintain expertise in health care quality and quality improvement, health equity, and disparities reduction. Serves as the lead subject matter expert on a variety of health care equity and quality data sources, including Health Care Effectiveness Data Information Set (HEDIS), measures required by sibling departments, including the Department of Health Care Services, Department of Managed Health Care, California Public Employees Retirement System, and Covered California, Cal Hospital Compare, and Office of Patient Advocate health plan and medical group quality reporting data. Stays current with research and policy literature related to measuring health care quality, maintains ties to peers in other health policy research organizations, and coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could improve health care equity and quality in California.
10%	E	Stakeholder Engagement and Communication Engages and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders to develop a single set of health equity and quality measures for evaluating the performance of health care organizations. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to develop a single set of health equity and quality measures for evaluating the performance of health care organizations. Reviews research, analyses, and best practices with external stakeholders as needed to support monitoring health equity and quality performance and implement refinements to the measure set. Supports OHCA Health Care Affordability Board, Advisory Committee, and related subcommittees and meetings as needed and maintains positive relationships with committee members.
5%	E	Program Management Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals and objectives, and implements changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of non-specialist level team members or interns.
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.

- 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.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- 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

**Department of Health Care Access and Information
(Proposed) Duty Statement**

Employee Name Vacant	Organization Office of Health Care Affordability Health System Performance Branch Health Equity and Quality Performance Group	
Position Number 441-606-8338-XXX	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist I	Working Title Equity and Quality Specialist	

General Description Under the direction of the Health Equity and Quality Performance Group Manager, supports the development, monitoring, and reporting of a single set of health equity and quality measures and a health disparity reduction methodology for evaluating the performance of health care service plans, health insurers, hospitals, and physician organizations. Conducts research and analysis to monitor and evaluate health equity and quality performance and contributes to the development of dashboards, data visualizations, and summary of analyses for public reporting of health equity and quality performance. Engages in positive relationships with external stakeholders and supports internal and external communications.	
Supervision Received	Reports to the Health Equity and Quality Performance Group Manager.
Supervision Exercised	N/A
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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.
Job Duties E = Essential, M = Marginal 35% E Health Equity and Quality Performance Monitoring and Methodology Development Supports the development, adoption, and refinement of a single set of health equity and quality measures for evaluating the performance of health care service plans, health insurers, hospitals, and physician organizations. Supports the development of a health equity performance methodology to assess health disparities. This includes, but is not limited to, disparities affecting populations who face barriers to affordable health care due to their race, language, national origin, gender or gender identity, sexual orientation, disability, economic status or health and informed by geographic variation. Identifies health equity and quality measure performance data sources and develops processes and procedures for collecting data to evaluate health equity and quality performance. Conducts research and analysis to monitor and evaluate the health equity and quality	

performance of California's health care service plans, health insurers, hospitals, and physician organizations using the single set of standard health equity and quality measures. Conducts policy and data analysis, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes.

25%	E	Health Equity and Quality Performance Reporting Contributes to the development of dashboards, data visualizations, and summary of analyses of health equity and quality performance of health care entities that will be included in the OHCA Annual Report and other public reports. Summarizes analysis, contributes to report drafting and development, and prepares recommended policy actions based on results of analysis. Provides options and recommendations for data visualization to promote audience comprehension of analysis.
20%	E	Health Equity and Quality Research Conducts research to build and maintain knowledge in health care quality and quality improvement, health equity, and disparities reduction. Serves as an internal subject matter expert on a variety of health care equity and quality data sources, including Health Care Effectiveness Data Information Set (HEDIS), measures required by sibling departments, including the Department of Health Care Services, Department of Managed Health Care, California Public Employees Retirement System, and Covered California, Cal Hospital Compare, and Office of Patient Advocate health plan and medical group quality reporting data. Stays current with research and policy literature related to measuring health care quality, maintains ties to peers in other health policy research organizations, and coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could improve health care equity and quality in California.
10%	E	Stakeholder Engagement and Communication Under direction of the Health Equity and Quality Performance Group Manager and in coordination across OHCA branches, especially the Engagement and Governance Group, engages and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders to develop a single set of health equity and quality measures for evaluating the performance of health care organizations. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to develop a single set of health equity and quality measures for evaluating the performance of health care organizations. Reviews research, analyses, and best practices with external stakeholders as needed to support monitoring health equity and quality performance and implement refinements to the measure set. Supports OHCA Health Care Affordability Board, Advisory Committee, and related subcommittees and meetings as needed and maintains positive relationships with committee members.
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- 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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Employee Signature/Date

Supervisor Signature/Date