

## PROPOSED

### Department of Health Care Access and Information Duty Statement

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| <b>Employee Name</b><br>Vacant                                                            | <b>Organization</b><br>Office of Information Services<br>Healthcare Analytics Branch<br>Data Request Services Section |                                  |
| <b>Position Number</b><br>441-539-5651-XXX                                                | <b>Location</b><br>Sacramento, CA                                                                                     | <b>Telework Option</b><br>Hybrid |
| <b>Classification</b><br>Research Scientist Supervisor II<br>(Epidemiology/Biostatistics) | <b>Working Title</b><br>Data Request Services Section Supervisor                                                      |                                  |

#### General Description

The Research Scientist Supervisor II supervises staff and oversees the office's data release operations, which includes release of various datasets to third-parties such as academic researchers, government partners, health care organizations, and non-profit organizations, and close collaboration with HCAI research teams performing public reporting. The incumbent is responsible for managing various subordinate units and staff.

In this role, the incumbent will supervise program staff in receiving, reviewing, and approving internal and external requests for HCAI data, including producing, testing and disseminating data sets, and statistical data products. The incumbent will oversee access to HCAI data through various technical means, including the secure analytic environment (Data Enclave) and secure file transfer protocols, the responsibilities of which are including but not limited to accessibility, permissions, data transfers, data linkages, and export of data.

The incumbent is also responsible for developing custom reports, analyses, and other analytical products that support the office's public reporting and transparency goals. The incumbent will also serve in a senior lead role, with a high degree of independence, in working with external stakeholders and other partner organizations and Committees instrumental to HCAI data services.

The incumbent will supervise a range of research staff, including senior level research classifications in having the knowledge and expertise to scientifically advise on the appropriateness of use of highly complex and sensitive projects, and in the conduct of analyses using HCAI data and preparation of public reports.

In the HCAI work environment, staff may handle confidential patient data. Specific statutes and regulations and HCAI policies and procedures govern the collection, storage, disclosure and use of confidential data. The employee is responsible for the safe and secure handling of this data in compliance with these policies and procedures.

The incumbent will oversee relevant contracts and data use agreements.

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| <b>Supervision Received</b>  | Under general supervision, incumbent reports to the Research Scientist Manager (RSM), Healthcare Analytics Branch (HAB).                          |
| <b>Supervision Exercised</b> | Supervises one (1) Research Scientist Supervisor I position, one (1) Research Data Supervisor II position, three (3) Research Data Specialist II. |
| <b>Physical Demands</b>      | Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties                                      |

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|                                                         |   | contained in this duty statement with or without reasonable accommodation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Typical Working Conditions</b>                       |   | Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Job Duties</b><br><b>E = Essential, M = Marginal</b> |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 35%                                                     | E | <p><b>Section Management and Administration</b></p> <p>Plan and direct work of the data release programs. Evaluate the performance of management and staff to ensure acceptable job performance; work with each subordinate unit to develop required skills and core competencies to achieve operational performance objectives. Assign projects and delegate responsibilities as needed; monitor and evaluate the performance of subordinate units in the section. Coordinate, review, and approve all section administrative matters including, but not limited to, personnel actions, contracts, budgets, training plans, and purchase requests.</p> <p>Design and implement plans to develop subordinate units in supported and planned methods and approaches. Employ approved methods to recognize and promote exceptional individual performance and teamwork.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 25%                                                     | E | <p><b>Data Release Program Management</b></p> <p>Review and recommend for approval, with significant degrees of independence, requests for confidential and other sensitive data on a case-by-case basis. Exercise sound judgement and understanding of state and federal privacy rules and regulations. Supervise the creation of data extracts in response to approved data requests. Oversee access to HCAI data through various technical means, including the secure analytic environment (Data Enclave) and secure file transfer protocols, the responsibilities of which are including but not limited to accessibility, permissions, data transfers, data linkages, and export of data. Oversee, collaborate, and review work performed by HCAI contracted vendors and consultants. Collaborate with partner Departments and Agencies in matters related to the use of and release of HCAI data, including working with their review committees. Act as liaison in developing Interagency Agreements and Business Use Case Proposals with other state agencies for their use of HCAI data and HCAI use of their health care data, and to oversee contracts and agreements to execute these data exchanges. Maintain appropriate data security and confidentiality practices.</p> <p>Supervise, train, develop and evaluate the work performance of each of the unit's staff on analysis methodology and design, the conduct of analyses using HCAI data assets, the development and production of data products, such as data visualizations, the interpretation and application of analytic results, the development of web content and analytic reports, and the engagement of stakeholders and customers resulting from data and analytics published by the office. Supervise adherence to all HCAI style guide and product standards. Participate in and contribute to all aspects of developing, implementing, and managing the annual HAB analytic plan.</p> |

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| 20% | E | <p><b>Custom Report Development</b></p> <p>Lead and oversee aspects of the office’s custom report development services, developing public reports and visualizations using HCAI data. Collaborate with other senior leaders on the appropriate public reporting areas to focus on. Proactively propose, develop, and design data analytic products that align to the department’s strategic objectives. Initiate changes and make adjustments to internal operations as needed to meet identified policies, goals, and objectives. Adhere to all policies and procedures regarding data analytics, privacy and security, communication, and public release of information.</p> <p>Develop, implement and maintain procedures for generating business intelligence from the data services program and the application of business intelligence and lessons learned to enable continuous quality improvement, customer service improvement, analytic portfolio planning, and improved program manuals, policies, procedures, and other efficiencies. Develop and recommend policies and procedures to assure the effective and efficient operation of the office’s timely dissemination of various products to meet current and future needs of HCAI, the healthcare industry, and the public.</p> |
| 15% | E | <p><b>Customer Relationship Management</b></p> <p>Establish and maintain positive relationships with division management, executive staff, and other key stakeholders. Resolve critical issues with program customers. Drive effective communications across the section, branch, and enterprise and promote consistency, transparency, and a unified message that conforms to HCAI values and guiding principle. Lead efforts to develop and communicate program services and innovations. Manage stakeholder groups and design, develop, implement, and maintain program standards. Testify before committees, control agencies, and governmental review boards. Responsible for developing and maintaining statistical reports to meet external reporting requirements in accordance with state regulation and policies.</p> <p>Respond to data information needs of customers from the public and private sectors; provide assistance to the healthcare industry, consumers, governmental agencies, and other data and information users on the application and availability of healthcare information and data and provide timely response to requests for information from data users.</p>                                                                                                 |
| 5%  | M | Perform other related duties as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

### Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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.

**PROPOSED**

**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