

Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	Organization Office of Health Facility Loan Insurance (OHFLI)	
Position Number 441-400-5731-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Analyst II	Working Title Data Analyst	

General Description

The incumbent serves as an analyst supporting a range of data-related projects for the Office of Health Facility Loan Insurance (OHFLI). Responsibilities include assisting with the review and fulfillment of data requests, as well as planning, organizing, and conducting basic to moderately complex analyses of data assets, including health facilities, healthcare loan data, and other financial information. The position supports the development of reports that summarize data findings and outcomes. The incumbent applies knowledge of data provisioning, validation, testing, standardization, and reporting/dissemination, and utilizes a variety of software tools to conduct research, perform data analyses, and create data visualizations. The role also requires an understanding of best practices for data collection, management, and reporting processes.

Supervision Received	Health Facility Construction Financing Officer
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Supervision Exercised	None
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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.
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Typical Working Conditions	Requires prolonged sitting, use of telephone and computer terminals, frequent contact with employees and the public. Requires mobility to various areas of the Department of Health Care Access and Information (Department) work areas. Requires occasional travel, sometimes overnight, by plane, bus, van, taxi, and car, including congested rural areas. Must be available for meetings anywhere in the State when scheduled, and occasionally on short notice. May be requested to provide courier service to State and private offices within the city. Requires ability to work simultaneously on multiple projects and tasks with critical deadlines. Must be knowledgeable of current office practices and procedures. Typical working hours are 8 a.m. to 5 p.m.
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Job Duties

E = Essential, M = Marginal

40% E	Data Collection. Assists in data collection, validation, and report creation for the health financing programs of OHFLI. Develops and documents internal processes and procedures for ongoing data collection. Independently produce
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and distribute a Monthly Report of insured projects, status of loan insurance applications, major project events, such as problem projects or defaults, and financial status of the Health Facilities Construction Loan Insurance Fund (HFCLIF). This report will be principally generated off the internal Tracker III database. Maintain the database with the most current data including but not limited to debt service schedules, loan terms, payment, and stakeholders' information. Prepare Uniform Commercial Code (UCC) tracking report and HFCLIF payment report. Assemble information from various legal and financial documents and update the database as needed. Organize and maintain the file structure of the Division's shared drive. Communicate verbally or in writing with Account Managers, Supervisors, and the Deputy.

30%	E	Data Analysis. 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 data collection, standardization, and reporting. Utilizes data tools including Excel, Tracker III, and ad-hoc reporting tools for developing annual reports, data analyses, data visualizations, tables, data stories, and dashboards to display health facility and financial data. Review documentation, analyses, evaluation outcomes, data visualizations, dashboards, and other data products, legislative (and other) reports, presentations, and additional staff work.
15%	E	Data Requests. With moderate oversight, respond to requests from OHFLI management, other HCAI offices, stakeholders (OHFLI staff, the legislature, federal, state and local government agencies, the healthcare industry, consumer groups, the media and the public) for data analyses of healthcare facility and financial data to assist in healthcare planning and policy development efforts. Advise data requestors on the availability and appropriate use of OHFLI data. Use database tools to carry out analyses. Write brief explanation of methods and results.
10%	E	Data Product Development. Work with subject matter experts to develop data products which help illustrate data from various OHFLI financial programs. Take part in planning meetings, offer insight as a data subject matter expert, and represent the data interests of OHFLI throughout various stages of product development. Work effectively with other staff, internal and external to the Unit, to rectify any technical defects, errors, or issues found during product development. Complete user testing of new data software, products and tools. Occasionally, duties will include diplomatic handling of data user concerns, while critiquing, correcting, or improving products.
5%	M	Perform other duties as required.

Other Expectations

- Show initiative in making work improvements, identifying and correcting errors, initiate work activities, and deliver completed staff work.
- Successfully complete work assignments and meet deadlines, as required.
- Recognize the needs of others and treat others with respect and dignity.
- Required ability to work on multiple projects and tasks with concurrent critical deadlines.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to performing work in a confidential 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 and Guiding Principles.
- 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