

## PROPOSED

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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Information Healthcare Analytics Branch Analytics and Data Section Cost & Quality Analysis Group	
<b>Position Number</b> 441-610-5770-XXX	<b>Location</b> Sacramento, CA	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Specialist III	<b>Working Title</b> Health Equity Researcher	

#### General Description

The Research Data Specialist III (RDS III) designs, conducts, plans, analyzes, draws conclusions and serves as a team lead on major research studies of a highly developed scientific scope and complexity. This involves making independent, difficult scientific decisions using statistical methods, established guidelines and technical scientific procedures.

Under general direction, and with work reviewed periodically to ensure that it meets assigned objectives, the RDS III is a member of the Healthcare Analytics Branch (HAB) of the Office of Health Information (OHI) and serves as a team lead on health equity data analysis in line with the aims and priorities of the Analytics and Data Section (ADS) and the Healthcare Payments Data (HPD) program. The RDS III will produce public reports and research products on healthcare quality and cost, with a special focus on health equity. The RDS III will also oversee efforts to develop guidance for analytic reporting on health equity topics, including race/ethnicity imputation and place-based disparity analysis. The analyses will require the RDS III to innovate and work collaboratively with other staff to integrate data from diverse sources, design complex data analyses, employ appropriate de-identification processes, determine the best way to communicate results to various audiences, develop visualizations, write explanatory and technical texts, and deliver public presentations. These analyses are highly sensitive and may affect the reputation of health plans, hospitals, and the State of California, and thus accuracy and unbiased reporting is critical. The RDS III will also investigate the feasibility of new research projects and may lead them. Finally, the RDS III will serve as an internal subject matter expert on health equity and disparities in healthcare access, cost and quality.

In the Department of Health Care Access and Information (HCAI) work environment staff may handle confidential patient data. Specific statutes, regulations, and HCAI policies and procedures govern the collection, storage, disclosure and use of confidential data. The employee will be responsible for the safe and secure handling of this data in compliance with these policies and procedures.

<b>Supervision Received</b>	Under general direction, incumbent reports to the Research Scientist Supervisor II (RSS II), Analytics and Data Section.
<b>Physical Demands</b>	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.
<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

## PROPOSED

		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>		
<b>E = Essential, M = Marginal</b>		
40%	E	In collaboration with internal and external stakeholders, develop HCAI's strategic vision for place-based, racial/ethnic, and other forms of health equity and contribute to the design and development of HCAI's data analytics system. This work includes developing in-depth knowledge of various healthcare data sources (public and private health insurance claims/encounters; pharmaceutical cost data; patient discharge data; facility financial/utilization reports; clinical registry data; etc.) and data systems. Develop definitions and operationalize these definitions for use in public-facing analyses, using SAS, Python, SQL, R, Databricks, and other analytical software. Develop language to publicly communicate these definitions and their impact, both orally and in writing. Automate processes where practicable. Maintain current knowledge of best practices in the field of health equity measurement and reporting. Independently coordinate vendor resources, direct forecasting and prediction projects related to race/ethnicity and place-based equity (e.g. rural/urban disparities, place-based need indices). Validate new and established statistical and econometric models, quality of data, and quality of data imputation methods for use in ADS and HPD projects.
30%	E	Plan, organize, and conduct empirical studies of moderate complexity to add to the scientific evidence on California's healthcare marketplace, healthcare payments, and their impact on place-based, racial/ethnic, and other forms of health equity. Provide statistical expertise in the analysis of survey, claims, and administrative data to ensure valid inferences are made in projects throughout the organization, including projects on behavioral health and primary care cost/utilization in support of the Office of Health Care Affordability. Use expert knowledge of disparate data sources, healthcare and econometric research methods, SAS, Python, and SQL programming, and data visualization tools (such as Tableau and Power BI) to prepare reports and aggregate data for healthcare stakeholders. Ensure projects are implemented to the highest standards and are independently authoritative and rigorous, including choice of appropriate research designs, empirical strategies, model specifications, data management practices, and peer review. Develop hypotheses and conduct studies to evaluate use cases for health and healthcare improvement. Prioritize research according to operational and policy improvements, and write reports for external publication, including peer-reviewed journals, and other venues as appropriate. Assure that aggregate data are properly de-identified while maximizing the availability of data on small groups to inform health equity. Maintain appropriate data security and data confidentiality practices.
25%	E	Act as a subject-matter expert on the use of HCAI data assets to support data-driven health equity research. Develop expertise about HCAI's data assets, health policy research literature, program evaluation, and empirical strategies for imputation, disaggregation, and causal inference. Advise other divisions and staff on their data-driven policy and operational research needs. Provide input to and guidance for the HAB analytics portfolio and plan.
5%	M	Perform other related duties as required.
<b>Other Expectations</b>		
<ul style="list-style-type: none"> <li>• Demonstrate a commitment to performing duties in a service-oriented manner.</li> </ul>		

## PROPOSED

- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments and meet deadlines as required.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.

---

---

### 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