

## Department of Health Care Access and Information

### Duty Statement

#### Proposed

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Healthcare Workforce Development Research and Evaluation Branch Program Data and Evaluation Section Monitoring and Evaluation Unit	
<b>Position Number</b> 441-212-5731-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Analyst II	<b>Working Title</b> Monitoring & Evaluation Analyst	

#### **General Description**

The incumbent will perform technical research and statistical work in evaluating the impact of health workforce program interventions on the healthcare workforce and education trends in California for the Office of Healthcare Workforce Development (OHWD). Incumbent has responsibility for the development and employment of research methodology and techniques; implementing research projects; gathering, compiling, editing, and interpreting quantitative data; developing, testing, implementing, and monitoring systems and procedures to assemble and structure the necessary data. The incumbent may act as a project team leader or coordinate the efforts of representatives of various governmental agencies on larger projects and work on multidisciplinary teams. The incumbent will use appropriate computer software (e.g., Tableau, Power BI, Dynamics, ArcGIS, Qualtrics, Python, R, SAS, Excel, Word, PowerPoint) to analyze and display data, develop reports, and present information at meetings and conference workshops.

<b>Supervision Received</b>	Will report to the Research Data Supervisor I, Monitoring and Evaluation Unit Manager.
<b>Supervision Exercised</b>	None
<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 prolonged sitting, use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.

#### **Job Duties**

**E = Essential, M = Marginal**

##### **35% E Monitoring and Evaluation Planning**

Work independently and as a member of a project team to develop Monitoring and Evaluation (M&E) Plans, including subcomponent elements such as: Theories of Change, Monitoring and Outcome Indicator Tables, Targets, Evaluation Questions, Data Collection Plans, and Methodology Summaries. Leverage internal and external sources to identify and document program strategies, outputs, and outcomes. Develop continuous monitoring plans to evaluate the impact of HCAI programs on workforce trends, including efficacy towards, and additional opportunities related to, increasing the number of providers in areas of unmet need and/or supporting a workforce that reflects the diversity of CA.

Present plans to stakeholders, facilitate feedback sessions, make continuous quality improvements, and use data collection, validation, and management procedures to ensure plans are implemented. Track M&E Plan implementation using project management software and provide updates to business partners and management through established channels.

30% E **Program Evaluation and Data Visualization**

Collaborate with OHWD's Grants, Policy, and other subject matter experts to implement M&E Plans and other research projects focused on program evaluation of loan repayment, scholarship, grant, certification, and other HCIAI health workforce development programs. Collaborate with OIS and Research branch staff to use program data, health workforce license and survey data, population data, education data, and other sources to report on program outcomes. Perform queries, data analysis, and data computations using analytical software. Create data visualizations, including maps and impact analysis, for award scenarios using software. Develop research and data products, including moderately complex visualizations, fact sheets, reports, dashboards, and presentations summarizing evaluation findings for HCIAI project team members, HCIAI leadership, and other internal and external stakeholders. Present research and data products to internal and external stakeholders, using facilitation and communication best practices suited for the audience and communication context. Follow the HCIAI Style Guide, Plain Language guidance, and the Bagley Keene rules and guidelines for public-facing / Council documents where adherence to these applies.

20% E **Data Collection, Validation, and Management**

Assist with developing, documenting, and implementing data collection and research project plans necessary to fulfill M&E Plans, ensure that Minimum Data Standards are consistently applied, and support data needs for ad hoc evaluation or other research projects. Collaborate with OHWD staff to standardize, document, and implement the collection of post-awardee data, including for activity reports. Communicate data requirements to OIS analysts and review multi-year monitoring and evaluation data collection plans for completion and adherence to minimum data requirements. Participate in user acceptance testing for OIS workflows related to end-user applications and monitoring tools (including forms and surveys). Independently create and administer electronic surveys to support the collection of stakeholder and applicant data using common survey tools. Provide application data reports to internal and external business partners. Adhere to established protocols for data management, data privacy, scoring, secure file transfer, and data storage. Identify and implement additional research methods, where appropriate, such as forecasting, statistics, surveys, interviews, and focus groups. Participate in office and department-wide work groups on data standardization and governance. Liaise with Research Branch staff and various state organizations to identify, collect, analyze, and report on healthcare workforce data.

10% E **Miscellaneous Research Requests**

Collaborate with Grants, Policy, Research, and leadership to implement research projects and identify appropriate research protocols and methods. Assess research methods, identify appropriate data and data collection tools, and develop research project plans. Use various research methods, including forecasting, statistics, surveys, interviews, and focus group techniques. Develop visualizations, reports, and presentations summarizing findings for decision-makers. Respond to complex research requests by retrieving information utilizing computerized models. Identify problem areas and stratify data for analysis and comparison. Produce and maintain metadata (documentation) for necessary

data collection, including purpose, process for collection, classifications used, appropriate applications, responsible units, contact persons, map projections, and other metadata in compliance with HCIAI standards. Respond to advisory committee and other stakeholder inquiries regarding healthcare workforce and education research information. Develop workload procedures and processes.

5% M Perform other duties as assigned.

**Other Expectations**

- Demonstrate a commitment to building an inclusive work environment that promotes HCIAI'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 HCIAI's mission, vision, and goals.
- Demonstrate a commitment to HCIAI's Core Values.
- Maintain good work habits and adhere to all HCIAI 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.

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Employee Signature/Date

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Supervisor Signature/Date