

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Health Information Services Healthcare Analytics Branch Analytics and Data Section Workforce and Utilization Analysis Team	
Position Number 441-530-5731-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Analyst II	Working Title Healthcare Workforce Data Analyst	

General Description

The Research Data Analyst II (RDA II) analyzes and consults on healthcare workforce-related studies of basic to moderate scope and complexity. This involves using statistical methods, established guidelines, and technical scientific procedures. Under general supervision, and with work regularly reviewed to assure that it meets the assignment's objectives, the RDA II is a member of the Healthcare Analytics Branch (HAB) team and serves as a team member on public health and healthcare projects for the Workforce and Utilization Analysis Team (WUAT) within the Analytics and Data Section (ADS) and with members of the Department of Health Care Access and Information (HCAI) Office of Healthcare Workforce Development (OHWD). The RDA II will assist in analyses of healthcare access, utilization, quality, and equity as impacted by healthcare professional workforce shortages. The RDA II will also assist in analyses of the relationship between provider and patient characteristics, and social determinants of health and healthcare access, utilization, quality, and outcomes. The RDA II will provide consultation on workforce data collection, data standards, and data quality, with a primary role of validating data for quality. The RDA II will collaboratively work with HAB and OHWD team members to define and analyze appropriate provider and patient measures, as well as geographic and social determinants of health, and to develop data standards. These analyses are highly sensitive; thus, accuracy and unbiased reporting are critical. The RDA II will serve as a knowledge resource on databases, research methods, reports, analytic products, visualizations using Tableau, SAS, Python, R, and/or SQL programming.

The RDA II assists in adapting research methods to problems with limited scientific scope, investigating methods for resolving analytical problems, developing new reporting tools, assessing a variety of healthcare issues, and working as part of a research team. The RDA II assists in performing innovative integration of complex data sources.

In the 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 is responsible for the safe and secure handling of this data in compliance with these policies and procedures.

Supervision Received	Under general supervision, the incumbent reports to the Research Scientist Supervisor II, Analytics and Data Section Supervisor.
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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.
Typical Working Conditions		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.
Job Duties		
E = Essential, M = Marginal		
40% E		With moderate oversight, assist in planning, organizing, and conducting quantitative and qualitative research and statistical analyses of basic to moderate complexity 1) to add to the research evidence about the impact of healthcare professional shortages on healthcare access, utilization, quality, and outcomes, 2) to determine the relationship between provider and patient characteristics and geographic and social determinants of health on healthcare access, utilization, quality, and outcomes, and 3) to inject cutting edge data science techniques into operational processes. Employ research techniques to analyze healthcare workforce profession levels to understand what impacts and predicts healthcare access, utilization, quality, and outcomes. Provide statistical support in the analysis of survey, administrative, and financial data to ensure valid inferences are made in projects throughout the organization. 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, and peer review. Assist in developing hypotheses and conducting studies to evaluate use cases for health and healthcare improvement. Develop standardized datasets and data products for public use that are appropriately de-identified and available in multiple settings, such as open data portals and public-facing websites. Prioritize research according to operational and policy improvements, develop data visualization products, and write reports for external publication.
40% E		Develop data standards for workforce-related data and complete regular data validations to ensure overall data quality and completeness. Generate recommendations for improving workforce data quality and standards. Develop standardized data measures and definitions for workforce data and related analyses. Develop written documentation for workforce-related data and products,

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including, but not limited to, data codebooks, desk manuals, data formats, technical notes, and measure definitions. Serve as a contributor for creating and implementing a data analytics strategic vision for healthcare workforce data. This work includes developing in-depth knowledge of healthcare workforce data sources and data systems, as well as healthcare utilization data (e.g., healthcare claims or hospital discharge data). Serve as a team member for preparing research protocols and data use agreements. Provide basic data linkages and integrations that can be used to inform programs and policies directed at improving healthcare access, utilization, outcomes, quality, and equity. Use of SAS, Python, R, SQL, and/or other analytic software, and automate processes where practicable. Apply best practices from the fields of informatics and data management to effectively store data in a data warehouse or data lake environment and apply appropriate decision rules. Maintain appropriate data security and data confidentiality practices.

15%	E	Develop a general understanding of HCAI's data assets, health policy research literature, program evaluation, and empirical strategies for causal inference. Provide input to and guidance for the HAB analytics portfolio and plan as it pertains to the healthcare professional workforce, including participating in related stakeholder engagement. Maintain proficiency in SAS, Python, R, and/or SQL programming, and data visualization tools (such as Tableau and Power BI) to prepare reports and aggregate data for healthcare stakeholders. Assure that aggregate data are properly de-identified.
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 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.

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Employee Signature/Date

Supervisor Signature/Date