

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

Employee Name Vacant	Organization Office of Health Information Healthcare Analytics Branch Quality and Performance Section Quality Indicators Group	
Position Number 441-537-5582-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Scientist	Working Title Hospital Equity Reporting Research Scientist	

General Description

The Research Scientist plans, organizes, and carries out scientific research projects or studies of moderate scope and complexity. This involves making independent and difficult scientific decisions using statistical methods, established guidelines, and technical procedures. Under general direction, and with work reviewed periodically to assure that it meets the assignment's objectives, the RS is a member of the Healthcare Analytics Branch and serves as a team lead on hospital equity measures reporting for the Quality Indicators Group (QIG) within the Quality and Performance Section (QPS). The Medical Equity Disclosure Act requires hospitals and health systems to submit an annual equity report to the Department of Health Care Access and Information (HCAI) to address health disparities. HCAI is tasked to develop and administer a hospital equity measures reporting program to collect and post hospital equity reports. These annual reports are required to include measures on patient access, quality, and outcomes by race, ethnicity, language, disability status, sexual orientation, gender identity, and payor as recommended by the Hospital Equity Measures Advisory Committee (Advisory Committee), as well as a health plan to prioritize and address disparities for vulnerable populations identified in the data and as specified by the Advisory Committee.

The RS is the QPS lead on hospital equity measures reporting and will ingest information and recommendations from a diverse set of stakeholders and apply those recommendations to equity analyses. The RS has a lead role in providing technical assistance and consultation to hospitals and other stakeholders related to requirements and established guidelines for the mandated hospital equity measures reports.

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 supervision, incumbent reports to the Research Scientist Supervisor I, Quality Indicators Group.
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		
35%	E	Under supervision, plan, develop, and employ research methods and algorithms for conducting analyses related to hospital equity measures reporting. Review and validate equity reports submitted by hospitals and hospital systems to ensure compliance with reporting requirements identified in the measures submission guidelines, file specifications, and established data de-identification guidelines. Identify and address potential errors in hospital equity measures reporting. Provide technical assistance to hospitals regarding health equity measures, stratifications, de-identification, statistical methodologies used in equity reports.
30%	E	Serve as a lead for creating and implementing statistical validity analyses for health equity and healthcare quality measures to identify trends, disparities, and areas for improvement. Use expert knowledge of healthcare quality research methods and programming languages/data analysis tools- including SAS Enterprise Guide, SAS Viya, SQL, R, Python and Tableau-to evaluate reports on hospital quality and equity measures. Consult with research staff on the development and modifications of methodology to validate the quality of hospital equity measures. Assess the reports for their potential impact on healthcare equity and quality improvement. In collaboration with hospitals and professional organizations, develop materials for hospital staff concerning interpretation and use of equity measure reports to improve quality of care. Design and conduct supplemental research to improve health equity and related reports and enhance their use by hospitals, physicians, and consumers. Respond to inquiries from hospital administration and staff regarding data manipulation for use in equity measures and other reports.
20%	E	Independently conduct literature searches and review data sources to identify areas of health equity and quality of care knowledge that may help to improve quality measures for reporting. Develop and maintain knowledge of national quality and equity measures standards, health disparities, best practices, and policies to advance health equity. Build and maintain relationships with hospitals and stakeholders to align program goals with reporting practices. Develop materials and interpret analyses for the statutory committee members and HCAI stakeholders to

5%	E	<p>help frame policy issues to be addressed. Prepare and make presentations for committee meetings, internal or external stakeholders, and other state agencies. Communicate and work with consultants, Advisory Committee members, and other stakeholders on health equity and quality-related issues.</p> <p>Ensure work projects are implemented to required standards and are independently authoritative and rigorous, including choice of appropriate research designs, empirical strategies, method specifications, and peer review. Work collaboratively with internal team members and hospitals to address data confidentiality and reporting issues. Prioritize research according to operational needs and policy requirements.</p>
5%	E	<p>Assist management and other HAB research staff on the use and development of current scientific research designs, statistical methodology, reporting methods, and SAS programming. Prepare ad-hoc data analyses, aggregated data in response to internal or external requests, data visualizations and web products.</p>
5%	M	<p>Perform other related duties as required.</p>

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.
- 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.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain appropriate data security and data confidentiality practices.
- Assure that aggregate data are properly de-identified.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.

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