

**Department of Health Care Access and Information
(Proposed) Duty Statement**

Employee Name <Vacant>	Organization Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Research and Analysis Group	
Position Number 441-603-5643-002	Location Sacramento	Telework Option Hybrid.
Classification Research Scientist Supervisor I	Working Title Health Care Markets Research Manager	

General Description	
<p>Under the general direction of the Research Scientist Manager, the Research Scientist Supervisor I serves as the Manager for the Research and Analysis Group within the Office of Health Care Affordability (OHCA). Independently and by coordinating a team of researchers, this position plans, organizes and directs highly complex research and analyses of a broad scientific scope and provides technical and strategic guidance on OHCA's analytic agenda; assesses the impacts of health care transactions and market consolidation on the health care market; engages stakeholders and partner organizations, and performs a variety of administrative duties related to program activities.</p> <p>In the HCAI work environment staff may handle confidential patient or financial data. Specific statutes and 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.</p>	
Supervision Received	Reports to the Research Scientist Manager, Health Care Spending Targets Branch
Supervision Exercised	Supervises Research Scientist III (1), Research Data Specialist II/III (up to 6)
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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants, and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

Job Duties

E = Essential, M = Marginal

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| 30% | E | <p>Health Care Market Analysis and Investigation</p> <p>Supervises production of economic analyses to support OHCA's Cost and Market Impact Review program, which analyzes transactions that are likely to significantly impact market competition, the state's ability to meet spending targets, or affordability for consumers and purchasers. Research and analysis includes assessing the impact of consolidation, market power, and market failures on competition, prices, access, quality, and equity in health care, as well as the increasing role of non-health care entities, such as private equity groups and hedge funds. Supervises review of key aspects of health care entities' market position or power, specialties, referral patterns and patient flows, and geographic service areas. Supervises production of reports in relation to material change transactions, investigations, and other complex analyses and topical reports with high policy impact. Supervises OHCA's research and analysis activities necessary for OHCA to develop recommendations regarding the competitive impact of transactions in the health care market. Manages and oversees public facing research on the health care market to influence public policy and inform the public. Manages activities for obtaining and measuring data on economic, quality, and equity indicators, including use of Healthcare Payments Data (HPD). Coordinates with OHCA leadership, and other HCAI staff to communicate recommendations to the Health Care Affordability Board (HCAB) for discussion and/or approval.</p> |
| 25% | E | <p>Supervision and Administration</p> <p>Supervises research, analytic and technical staff in the development of analyses and recommendations regarding the impact of health care transactions and market consolidation on the availability, accessibility, and cost of health care services. This includes providing direction and staff development in research design, procedures and analyses, and preparation of analytical products for internal and external reporting. Manages program policy analysis, development, and implementation related to material change transactions and health care market investigations, as well as analyzing pending legislation, supporting budget change proposals, and responding to legislative and budget inquiries. Facilitates a cohesive, cooperative, and creative work unit to maximize office productivity and individual job satisfaction. Evaluates the performance of employees to ensure acceptable job performance, including identification of required skills needed to meet and exceed job requirements. Manages a variety of administrative duties related to program activities, including but not limited to personnel, contracts, budgeting, and procurement.</p> |
| 25% | E | <p>Provide Analytic Support Across OHCA</p> <p>Coordinates with OHCA Compliance attorneys and staff analyzing health care transactions. Reviews public as well as confidential and sensitive company information to analyze acquisitions and divestments, calculate concentration, and assess market consolidation. Use HCAI data assets to contribute highly technical research, data analyses, and evaluations on effects of consolidation, health care spending, cost drivers, equity, primary care, behavioral health care, efforts to improve affordability, and other related health care topics. Provides statistical expertise in the analysis of survey, health care claims, and administrative data to ensure valid inferences are made.</p> |

10% E

Stakeholder Engagement

Under general direction of the Research Scientist Manager, and in coordination with OHCA branches, engages and maintains positive relationships with health care service plans, health insurers, hospitals, provider organizations, organized labor, consumer advocates, and other stakeholders to gather input and recommendations. Engages HCAI and OHCA staff, contractors, experts from state and national collaboratives, and other relevant stakeholders. Participates in HCAB, Advisory Committee, and related subcommittees and meetings as needed and maintains positive relationships with committee members. Coordinates with division program staff and other stakeholders to ensure successful outcomes. Works with Compliance attorneys on legislative or regulatory updates, as needed.

10% M

Represent OHCA and HCAI

Present scientific research findings at national and state professional meetings and academic conferences to promote the work of HCAI in assessing market consolidation and promoting equitable access to high quality health care. Represent HCAI on state and national governmental and non-governmental committees with market consolidation agendas. Provide testimony for OHCA in administrative hearings or court matters regarding OHCA findings concerning consolidation or access.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- 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.

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