

PROPOSED

Department of Health Care Access and Information Duty Statement

Employee Name Vacant	Organization Office of Health Informaiton Healthcare Analytics Branch Analytics and Data Section Workforce and Utilization Analysis Team	
Position Number 441-537-5582-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Scientist	Working Title Healthcare Analytics Research Scientist	

General Description The Research Scientist (RS) plans and conducts scientific research studies of limited scope and complexity, with moderate supervision, and with work reviewed periodically to see that it generally conforms to established policies and procedures. The RS is a member of the Healthcare Analytics Branch (HAB) and serves as team member of the Workforce and Utilization Analysis Team (WUAT) in the Analytics and Data Section. The RS performs statistical analysis and provides information in response to the data needs of Division staff, federal, state and local governmental agencies, the legislature, the healthcare industry, the media and the general public. Among other duties, this position supports the function of publishing public reports on hospital financials and utilization, fulfilling custom data requests, and releasing data -including data on healthcare quality - through the California Health and Human Services Open Data Portal. In the Healthcare Access and Information (HCAI) work environment, staff handle confidential patient 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.	
Supervision Received	Under supervision, incumbent reports to the Research Scientist Supervisor II (RSS II) of the Analytics and Data Section.
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.

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Job Duties

E = Essential, M = Marginal

40%	E	Establish and maintain a detailed understanding of HCAI's patient-level, healthcare facility (utilization, financial, licensing), healthcare cost and pharmaceutical cost databases. Resolve difficulties arising from discrepancies in data across data program and collection systems. Use statistical software such as SAS, SQL, ArcGIS, R, Databricks, and other data management and reporting tools, such as Tableau, to develop and generate descriptive and comparative data products. Merge disparate data sources and perform statistical analyses to inform healthcare policy, including those related to healthcare outcomes and costs. Create summary data products for external dissemination to maximize an understanding of California's healthcare delivery system and population health, while protecting patient confidentiality. Conduct literature searches to identify areas of economic, clinical, and health services knowledge that are relevant to HCAI analyses. Prepare datasets, metadata, and supporting documentation and information for publishing on the California Health and Human Services Open Data Portal.
30%	E	Assist in the design, data analysis, writing, and production of reports and data products. Prepare formal documentation for internal approval of reports and public release information. Assist with the coordination of release of the reports to the public and other stakeholders.
15%	E	Respond to requests from stakeholders (HCAI staff, the legislature, federal, state and local governmental agencies, the healthcare industry, insurers, consumer groups, the media and the general public) for customized data analyses of healthcare delivery system data to assist in healthcare and population health research, planning, policy development, and performance improvement and/or evaluation efforts. Advise data requesters on the availability and appropriate use of HCAI data. Work with data requesters to operationalize the nature and scope of research questions. Use standard epidemiological and healthcare services research guidelines and methods to design and execute analyses. Maintain appropriate data security and data confidentiality practices and assure that aggregate data are properly de-identified.
10%	E	Provide technical support for all HCAI products, which may require familiarity with many software applications and the ability to be conversant about additional software applications and support resources.
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.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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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