

**Department of Health Care Access and Information**

**Duty Statement**

Proposed

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Workforce Development Research and Evaluation Branch Program Data and Evaluation Section	
<b>Position Number</b> 441-212-5758-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Specialist II	<b>Working Title</b> Monitoring and Evaluation Lead	

<b>General Description</b>	
<p>The incumbent serves as the Monitoring and Evaluation Lead for the Program Data and Evaluation Section in the Office of Health Workforce Development (OHWD). This position is responsible for leading, planning, organizing, and conducting program monitoring and evaluation, as well as major healthcare research projects related to the healthcare workforce. Leads the development of reports summarizing outcomes and, when required, presents the information to executive leadership or decision-making bodies. The incumbent is a subject matter expert and leads all efforts on the development of monitoring and evaluation plans, baseline surveys, post-award reviews, and reporting/dissemination of evaluation findings. Conducts healthcare research projects utilizing a variety of research methods. Works with OHWD management, departmental staff, legislative bodies, governmental entities, commissions, stakeholders, and other customers and may serve on healthcare workforce planning advisory bodies, ad hoc groups, and other work teams to ensure research is relevant and accurate.</p>	
<b>Supervision Received</b>	Reports to the Program Data and Evaluation Section Chief (Research Data Supervisor II)
<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>	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.
<b>Job Duties</b>	
<b>E = Essential, M = Marginal</b>	
40% E	<p><b>Program Evaluation:</b> Serves as the subject matter expert in all areas related to evaluation of HCAI programs. Advises others in the unit on best practices and procedures relates to program evaluation. Develops Monitoring and Evaluation (M&amp;E) Plans and templates, as well as performance measurement frameworks for OHWD's workforce programs and initiatives. Working collaboratively with the Policy team, the incumbent develops logic models and theories of change for new and existing programs, operationalizes metrics into systems, and conducts application reviews and post-award reviews to assess program effectiveness and compare applicants to grant awardees. Plans and implements appropriate research protocols to evaluate the impact of OHWD healthcare workforce programs, studies healthcare workforce trends, identifies opportunities to increase the number of providers in areas of unmet need, and/or supports the inclusion of target groups in the healthcare workforce through new</p>

programs or changes to existing programs. The protocol includes the identification, selection, and application of appropriate evaluation methods and data/data collection tools and may include the development of a research project plan and research methods such as forecasting, statistics, surveys, mixed methods, and focus group techniques. Establishes baseline measures and evaluation timelines. Conducts comparative analyses to identify trends, disparities, and areas for improvement. Translates complex analytical results into actionable insights for staff, leadership, and stakeholders. Provides subject matter expertise on evaluation frameworks, methodologies, and best practices. Collaborates with OHWD's Grants Management Team, Policy Team, stakeholders, and other subject matter experts to define and plan program evaluation measures, success measures, metrics, and outcomes and to align evaluation efforts with organizational goals. Conducts the most complex program monitoring and evaluation research and analyses. Prepares written reports, policy briefs, and presentations summarizing evaluation findings for decision-makers. Trains and advises OHWD staff on M&E plan development, data collection, performance measurement, and evaluation approaches. Identifies gaps in data and/or evaluation processes and recommends improvements. Supports the integration of evaluation findings into program planning, resource allocation, and policy development.

- 40% E **Data Analysis, Visualizations, and Standardization:** Assists with the development and implementation of best practices and standardizations for data collection and reporting/dissemination and a minimum data set for OHWD's workforce programs. Develops and documents internal processes and procedures. Manages, cleans, and maintains datasets to ensure data quality and integrity. Develops and makes presentations regarding program outcomes and data products to various audiences (internal and external). Conducts data analysis and may develop legislative and other reports. Utilizes Tableau, Power BI, SAS, Python, SQL, ArcGIS, Qualtrics, PowerPoint, and/or Excel for developing surveys, data analysis, data visualizations, tables, maps, flyers, dashboards, and other deliverables that display program data. Peer reviews documentation, analyses, evaluation outcomes, data visualizations, dashboards, other data products, legislative (and other) reports, presentations, and additional staff work. Engages in data governance, standardization, and standard operating procedure creation. Serves as a liaison to align data needs across programs and partners, ensuring consistent application of data definitions.
- 10% E **External Contract Development and Coordination:** Coordinates the activities of research contractors. Provides input on research protocol, design, and data. Evaluates contractor deliverables. Provides feedback to contractors. Provides consultative services regarding healthcare workforce programs and their impacts, as well as the healthcare workforce industry. Advises OHWD executive management on the status of contractor deliverables.
- 5% M  
Monitors workforce research through publications to remain current on research and evaluation methodologies, data tools, evolving standards, best practices, and recent trends related to the health workforce. May serve as a Data Steward for HCAI.
- 5% M  
Performs other duties as assigned.

**Other Expectations**

- 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.

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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.

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Employee Signature/Date

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Supervisor Signature/Date