

DUTY STATEMENT

Classification: Research Data Analyst II	
Working Title: Health Care Financing Data Analyst II	
Program: Health Care Financing	
Division: Provider Rates Division	
Section: Professional, Allied, and Clinic Rates Section	
Branch: Outpatient Rates Branch	
Unit: Professional, Allied, and Clinic Rates Fiscal Modeling Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: R01	Position Number: 805-780-5731-713
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p>Job Summary:</p> <p>Under general supervision of the Supervisor I, the Research Data Analyst (RDA) II serves as a technically skilled analyst tasked with assisting in the development of various Health Care Financing (HCF) rates and payment methodologies and their associated processes. The incumbent will assist in researching and conducting studies essential to the establishment and maintenance of various reimbursement methodologies. The RDA II will perform quantitative and qualitative data-driven research and statistical analysis, utilize structured and unstructured data from existing reports and resources, create and implement research projects and data models, and use in-depth analyses to develop strategies and solutions for addressing immediate and ongoing needs with an emphasis on independent data research skills. The incumbent will independently research methodologies and techniques to develop time-sensitive models and reimbursement methodologies in areas where precedents are lacking and/or a sparse body of knowledge or experience in the area exists. The incumbent will utilize deductive and inductive processes to explain major cost and utilization trends and will assist in the preparation of custom reports and summaries for submission to executive management and the Centers for Medicare & Medicaid Services.</p>	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
35%	<p>Conducts research, data analysis, and analytical tasks to support HCF’s reimbursement methodology research, development, and implementation activities. Evaluates and projects the impact of reimbursement models on beneficiary access and equity. Using intermediate to advanced excel and SQL tools, performs data collection and validation, quantitative and qualitative data-driven research, financial modeling, data, and statistical analysis. Prepares concisely written memorandums, technical reports, and other ad hoc reports materials describing the methodology, findings, conclusions. Summarizes project impacts of proposed federal and state legislation; regulations; program issues; and policies and makes recommendations to Management. Conduct research studies to identify the key drivers of historical, near-term, and long-term changes to HCF reimbursements and utilization. Analyze and report on differences among various services within the program to identify variations in delivery of services. Independently conducts and reviews complex analyses and computations using advanced statistical methods, and expert judgment.</p>
25%	<p>Extract and analyze data and prepare visual and graphical representations of HCF reimbursement data for research and analysis. Independently develops fiscal models and reimbursement methodologies related to HCF; organizes and conducts studies utilizing a variety of database warehouses to determine costs of providing healthcare services to a variety of HCF domains. Identifying established and approved reimbursement methodologies as the basis for developing and innovating new methodologies as necessary. Assists in the building, validating, and monitoring of various databases, data collection systems and tools to analyze data related to HCF, complying with data confidentiality protocols. On an ongoing basis, assess the completeness and timeliness and accuracy of data within HCF programs, and critically peer review analytical work of other analytical staff.</p>
20%	<p>Collaborate with internal and external data and research teams as a point of contact for matters related to HCF data. Supports policy analysts in the collection of and interpretation of quantitative financial analysis. Assists in the development of Upper Payment Limit (UPL) methodologies for a variety of HCF programs. Performs primary research studies to determine the cost of new mandates that impact HCF. Develops models used by policy analysts to support the assessment of policy issues and its subsequent solutions. Advises management, departmental staff, and other internal and external governmental and non-governmental entities on findings related to the assigned area of research.</p>

Description of Duties:	
% of Time	Essential Functions
15%	<p>Serves as lead in the preparation of the technical components of developing State Plan Amendments relating to reimbursement methodologies; provides ad hoc research input for analysis of legislation; supports the development of Budget Change Proposals, Issue Papers, Provider Bulletin Articles, Operating Instruction Letters, and other written deliverables. Develops and utilizes research methodologies to draft fiscal impact documents, and proposed Medi-Cal Policy Changes.</p>

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under General Supervision by the (enter supervisor classification):
 Supervisor I

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

Desirable Qualifications:
 An intermediate to advanced level of experience in Microsoft Suite, with particular focus on Excel and/or other types of statistical software. A working knowledge of Microsoft Access, ArcGIS, Python, SAS, SQL, and visual studios will help the incumbent be successful within this position.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name: Daniyal Sadeghian Sorkhabi	Analyst Signature: Daniyal Sadeghian Sorkhabi <small>Digitally signed by Daniyal Sadeghian Sorkhabi Date: 2026.06.09 10:41:42 -07'00'</small>	Date: 06/09/2026
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Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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DUTY STATEMENT

Classification: Research Data Analyst I	
Working Title: Health Care Financing Data Analyst I	
Program: Health Care Financing	
Division: Provider Rates Division	
Section: Professional, Allied, and Clinic Rates Section	
Branch: Outpatient Rates Branch	
Unit: Professional, Allied, and Clinic Rates Fiscal Modeling Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: R01	Position Number: 805-780-5729-713
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p>Job Summary:</p> <p>Under direct supervision of the Supervisor I, the Research Data Analyst (RDA I) serves as a technically analyst tasked with assisting in the development of various Health Care Financing (HCF) rates, payment methodologies, and their associated processes. The incumbent will assist in researching and conducting studies essential to the establishment and maintenance of these HCF programs. The incumbent will assist in performing quantitative and qualitative data-driven research and statistical analysis and assist in developing strategies and solutions in collaboration with HCF program leads.</p> <p>The incumbent will need to have experience in Microsoft Suite, with particular focus on Excel and/or other types of statistical software to be successful in this position. Although not required, a working knowledge of Microsoft Access, ArcGIS, Python, SAS, SQL, and visual studios will help the incumbent be successful within this position. The RDA I will assist in the research and development of time-sensitive models and reimbursement methodologies within HCF.</p>	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
35%	Assists in the research, data analysis, and analytical tasks related to HCF’s reimbursement methodology. Assists in the data collection and evaluation of projects that have an impact on HCF programs. Using excel, assists in data collection and validation, quantitative and qualitative data-driven research, financial modeling, data, and statistical analysis. Assists in the preparation of memorandums, operating instructing letters, and other ad hoc reports materials summarizing project impacts of proposed federal and state legislation; regulations; program issues; and policies. Assists in research studies to identify the key drivers of historical, near-term, and long-term changes to HCF reimbursements and utilization. Assist in analyzing any differences among various services within the program to identify variations in delivery of services. Conducts moderate analyses and computations using statistical methods, and judgment.
25%	Extract and analyze data and assist in preparing visual and graphical representations of HCF reimbursement data for research and analysis. Assists in the development fiscal models and reimbursement methodologies related to HCF; organizes and assists in studies utilizing a variety of database warehouses to determine costs of providing healthcare services to a variety of Health Care Financing domains. Assists in the building, validating, and monitoring of various databases, data collection systems and tools to analyze data related to HCF, complying with data confidentiality protocols. On an ongoing basis, assesses the completeness and timeliness and accuracy of data within HCF programs.
20%	Collaborate with internal and external data and research teams in the continued collection of HCF data. Supports policy analysts in the collection of and interpretation of quantitative financial analysis. Assists in the development of Upper Payment Limit (UPL) methodologies for a variety of Health Care Financing programs. Performs primary research studies to determine the cost of new mandates that impact Health Care Financing. Develops basic data models used by policy analysts to support the assessment of policy issues and its subsequent solutions.
15%	Assists in the preparation of the technical components of developing State Plan Amendments relating to reimbursement methodologies; provides ad hoc research input for analysis of legislation; supports the development of Budget Change Proposals, Issue Papers, Provider Bulletin Articles, Operating Instruction Letters, and other written deliverables. Develops and utilizes research methodologies to draft fiscal impact documents, and proposed Medi-Cal Policy Changes.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under Close Supervision by the (enter supervisor classification):
Supervisor I

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

Desirable Qualifications:
 An intermediate level of experience in Microsoft Suite, with particular focus on Excel and/or other types of statistical software.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name: Daniyal Sadeghian Sorkhabi	Analyst Signature: Daniyal Sadeghian Sorkhabi <small>Digitally signed by Daniyal Sadeghian Sorkhabi Date: 2026.06.09 10:45:02 -07'00'</small>	Date: 06/09/2026
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Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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