


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

Employee Name Vacant	Organization Office of Health Information Healthcare Analytics Branch Data Request Services Section 
Position Number 441-539-5651-XXX	Telework Option Hybrid
Classification Research Scientist Supervisor II	Working Title Data Request Services Section Supervisor
Supervision Exercised Supervises Research Scientist Supervisor I, Research Data Supervisor II, and Research Data Specialist II positions.	Location Sacramento
Conflict of Interest: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date May 2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under broad administrative direction, the Research Scientist Supervisor II provides leadership and strategic direction for the Office's data release programs. The position oversees activities related to the management, review, and approval of internal and external data requests, as well as the secure dissemination of HCAI data. The incumbent provides high-level guidance on the development and delivery of datasets, statistical products, and other analytic outputs that support the Department's public reporting and transparency efforts.

The position ensures effective oversight of data access through secure technical platforms; supports compliance with statutes, regulations, and HCAI policies governing confidential patient data; and represents the Department in meetings and workgroups requiring subject-matter expertise. Work is performed in an environment that manages sensitive and confidential data and requires a strong understanding of HCAI's data systems, analytical activities, and secure data-handling practices.

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Essential Job Functions

35% Section Management and Administration

Plan and direct work of the data release programs. Evaluate the performance of management and staff to ensure acceptable job performance; work with each subordinate unit to develop required skills and core competencies to achieve operational performance objectives. Assign projects and delegate responsibilities as needed; monitor and evaluate the performance of subordinate units in the section. Coordinate, review, and approve all section administrative matters including, but not limited to, personnel actions, contracts, budgets, training plans, and purchase requests.

Design and implement plans to develop subordinate units in supported and planned methods and approaches. Employ approved methods to recognize and promote exceptional individual performance and teamwork.

25% Data Release Program Management

Review and recommend for approval, with significant degrees of independence, requests for confidential and other sensitive data on a case-by-case basis. Exercise sound judgement and understanding of state and federal privacy rules and regulations. Supervise the creation of data extracts in response to approved data requests. Oversee access to HCAI data through various technical means, including the secure analytic environment (Data Enclave) and secure file transfer protocols, the responsibilities of which are including but not limited to accessibility, permissions, data transfers, data linkages, and export of data. Oversee, collaborate, and review work performed by HCAI contracted vendors and consultants. Collaborate with partner Departments and Agencies in matters related to the use of and release of HCAI data, including working with their review committees. Act as liaison in developing Interagency Agreements and Business Use Case Proposals with other state agencies for their use of HCAI data and HCAI use of their health care data, and to oversee contracts and agreements to execute these data exchanges. Maintain appropriate data security and confidentiality practices.

Supervise, train, develop and evaluate the work performance of each of the unit's staff on analysis methodology and design, the conduct of analyses using HCAI data assets, the development and production of data products, such as data visualizations, the interpretation and application of analytic results, the development of web content and analytic reports, and the engagement of stakeholders and customers resulting from data and analytics published by the office. Supervise adherence to all HCAI style guide and product standards. Participate in and contribute to all aspects of developing, implementing, and managing the annual HAB analytic plan.

15% Custom Report Development

Lead and oversee aspects of the office's custom report development services, developing public reports and visualizations using HCAI data. Collaborate with other senior leaders on the appropriate public reporting areas to focus on. Proactively propose, develop, and design data analytic products that align to the department's strategic objectives. Initiate changes and make adjustments to internal operations as

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needed to meet identified policies, goals, and objectives. Adhere to all policies and procedures regarding data analytics, privacy and security, communication, and public release of information.

Develop, implement and maintain procedures for generating business intelligence from the data services program and the application of business intelligence and lessons learned to enable continuous quality improvement, customer service improvement, analytic portfolio planning, and improved program manuals, policies, procedures, and other efficiencies. Develop and recommend policies and procedures to assure the effective and efficient operation of the office's timely dissemination of various products to meet current and future needs of HCAI, the healthcare industry, and the public.

10% Department Representative and Scientific Communications

Serve as the Department's designated representative at Agency meetings, related board meetings, interdepartmental workgroups, and other venues where departmental representation is requested. The incumbent is responsible for conveying the Department's scientific perspective and ensuring accurate and consistent communication of program priorities. This position requires a comprehensive understanding of the Department's data systems, research activities, and analytical methods. The incumbent will prepare and deliver presentations, explain complex technical information to diverse audiences, and respond to questions from internal and external stakeholders with clarity, accuracy, and professionalism.

10% Customer Relationship Management

Establish and maintain positive relationships with division management, executive staff, and other key stakeholders. Resolve critical issues with program customers. Drive effective communications across the section, branch, and enterprise and promote consistency, transparency, and a unified message that conforms to HCAI values and guiding principle. Lead efforts to develop and communicate program services and innovations. Manage stakeholder groups and design, develop, implement, and maintain program standards. Testify before committees, control agencies, and governmental review boards. Responsible for developing and maintaining statistical reports to meet external reporting requirements in accordance with state regulation and policies.

Respond to data information needs of customers from the public and private sectors; provide assistance to the healthcare industry, consumers, governmental agencies, and other data and information users on the application and availability of healthcare information and data and provide timely response to requests for information from data users

Marginal Job Functions

5% Perform other related duties as required.

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.

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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.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed