



# Duty Statement

Classification: **Research Scientist**

Position Number: **275-550-5582-002**

HCM#: **5834**

Branch/Section: **Health Policy & Benefits Branch / Health Policy & Data Division / Health Research & Information Systems Services**

Location: **Sacramento, CA**

Working Title: **Health Data Research Scientist**

Effective Date: **June 9, 2026**

Collective Bargaining Identifier (CBID): **R10**

Supervision Exercised:  Yes  No

Telework:  Office-Centered  Remote-Centered  Not Eligible

The California Public Employees' Retirement System (CalPERS) delivers health insurance to approximately 1.5 million members, with an annual expenditure of approximately \$11 billion. The Health Policy & Benefits Branch (HPBB) is responsible for overseeing both the CalPERS health benefits and long-term care programs, ensuring members receive equitable, high-quality, and affordable healthcare. HPBB is organized into four divisions, each reporting directly to the Chief Health Director. These divisions include the Health Policy & Data Division (HPDD), Health Account Management Division (HAMD), Health Plan Research & Administration Division (HPRA), and the Clinical Policy & Programs Division (CPPD). HPDD plays a key role in driving innovation, accountability, and continuous improvement by providing data insights and policy analysis.

Under the general supervision of the Assistant Division Chief (Health Program Manager III), the Health Data Research Scientist plans, organizes, and conducts moderate-scope research and data analysis within the Health Policy and Data Division. The role applies econometrics, biostatistics, and public health methods to large health care datasets to support health policy, program planning, purchasing strategies, and operational decisions. It also prepares reports, dashboards, and technical analyses for internal and external stakeholders. Day-to-day work centers on data extraction, analysis, visualization, interpretation, and collaboration with policy, clinical, and data team members.

## Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

- 35% Onsite<sup>1</sup> and virtually, analyzes healthcare data, including claims, encounters, enrollment, pharmacy, provider, lab, and population health data, to identify trends, patterns, and relationships that inform health policy and decisions.. Uses tools such as SQL, PySpark, R, or Python in large data environments such as Azure Databricks to extract, clean, transform, and analyze data for reports, dashboards, and research findings. Applies statistical and analytical techniques to identify trends, drivers, and correlations in health data and document methods used in study design, analysis, and review.
- 30% Onsite and virtually, Designs, develops, and maintains dashboards, visualizations, and analytics reports using Power BI, Tableau, R Shiny and Plotly to present findings for program team members and leadership. Consult with program team members and stakeholders to confirm data definitions, reporting requirements, and presentation format before finalizing dashboards and reports.
- 20% Onsite and virtually, interprets analytical findings and prepares written reports, charts, graphs, and presentations for technical and non-technical audiences. Apply knowledge of healthcare systems, financing, reimbursement, and policy frameworks to provide context and support decision-making to support health program planning and decision-making.
- 10% Onsite and virtually, develop project briefs, charters, workplans, and timelines and coordinates assignment milestones with project team members to track deliverables. Track multiple assignments and priorities, monitor due dates, and communicate status updates to the team leader and project team members.
- 5% Onsite and virtually, responds to internal and external requests, coordinates research activities with stakeholders, and documents requested data elements and deliverables. Performs other duties as assigned and appropriate for this classification.

## Working Conditions

- <sup>1</sup> This position is designated as office-centered and works onsite at the Sacramento, CA - Headquarters three weekdays.
- Use of a computer keyboard and mouse several hours a day.
- Reading from computer screens for several hours a day.

## Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

**Employee Name (Print):**

**Date:**

**Employee Signature:**

**Date:**

I certify that the above accurately represent the duties of the position.

**Supervisor Signature:**

**Date:**