



# Duty Statement

Classification: **Research Scientist Staff**

Position Number: **275-550-5594-001**

HCM#: **1113**

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

Location: **Sacramento, CA**

Working Title: **Health Data Research Scientist Staff**

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 direction of the Assistant Division Chief (Health Program Manager III), the Health Data Research Scientist Staff provides senior technical leadership in healthcare analytics, research, reporting, and data visualization within the Health Policy and Data Division. It supports health policy, purchasing strategies, program evaluation, and operational decision-making by analyzing large healthcare datasets and translating findings into recommendations, dashboards, and reports. The role also mentors analytical team members, coordinates cross-functional work, and represents the division on designated projects and meetings.

## 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, independently plans, organizes, and coordinates complex research, evaluation, and analytics projects related to healthcare cost, utilization, quality, enrollment, provider performance, pharmacy, risk, and member outcomes. Extracts, manipulates, and analyzes large healthcare datasets using tools such as SQL, Python, R, or similar technologies. Coordinates the development and continuous improvement of dashboards, reports, data visualizations, and business intelligence solutions. Develops proposed analytical standards, provides technical guidance, and collaborates with stakeholders to ensure analytical products are accurate, actionable, and aligned with organizational priorities. Performs and coordinates analysis of healthcare utilization, population health, provider performance, affordability, quality, and program outcomes. Identifies trends, risks, and opportunities; develops forecasts and predictive analyses; and translates findings into recommendations that support strategic planning, purchasing strategies, program evaluation, operational improvements, and executive decision-making. Reviews analytical work for quality, rigor, documentation, and reproducibility against established standards.
- 30%      Onsite and virtually, coordinates the design, development, implementation, and maintenance of dashboards, reports, data visualizations, and business intelligence products using tools such as Microsoft Power BI and other analytics platforms. Identifies opportunities to improve reporting, automation, and business processes through advanced analytics and emerging technologies, including artificial intelligence (AI). Reviews analytical products for accuracy, relevance, accessibility, and alignment with business needs. Supports leadership and stakeholders in interpreting and applying data to inform decisions and monitor performance.
- 20%      Onsite and virtually, independently interprets, prepares and presents complex health analytical findings in a variety of formats, including reports, summaries, graphs, charts, board agenda items, and PowerPoint presentations. Translates complex data into written and oral findings tailored for technical and non-technical audiences. Provides strategic recommendations to leadership related to program performance, healthcare trends, affordability initiatives, operational priorities, and emerging issues.
- 10%      Onsite and virtually, provides technical guidance on health care analytics, research, data strategy, and program evaluation activities. Mentors and trains analytical team members in research methods, data analysis, visualization techniques, and best practices. Provides technical guidance to internal stakeholders and support the development of analytical standards, tools, and capabilities across HPDD. Represents HPDD in meetings, presentations, and stakeholder engagements and may participate in designated projects, meetings, or initiatives on behalf of the Assistant Division Chief (Health Program Manager III) as assigned.
- 5%      Onsite and virtually, oversees and coordinates analytical work performed by consultants, contractors, vendors, and external partners. Supports data requests, conducts research collaborations, and special projects involving internal and external stakeholders. 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):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_