

DUTY STATEMENT

Classification: Research Scientist Staff	
Working Title: Research Advisory Services Scientist	
Program: Enterprise Data and Information Management	
Division: Data Analytics	
Branch: Data Science	
Section: Research Advisory Services	
Unit: Research Advisory Services	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R10	Position Number: 803-396-5594-911
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
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.	
Job Summary: Under general direction of the Research Scientist Supervisor I, the Research Scientist Staff (RSS) will plan, organize, and direct epidemiology/biostatistics scientific research studies of highly developed scientific scope for the Research Advisory Services Section. This will require ongoing scientific research and data analysis related to Department of Health Care Services (DHCS) programs in accordance with DHCS' specifications and requirements. The RSS will apply epidemiology, biostatistics, survey techniques, theoretical models, and research methods to plan, organize, and direct scientific research studies of a highly developed scientific scope and complexity to assess the impact of Medi-Cal policies and programs on eligibility, access, quality, utilization, health outcomes and expenditures in the context of disparities/equity and population health. The position will act as a resource / team lead to management and research staff for complex advanced research, statistical analysis, and data linkage associated with data collection, reporting, and implementation of evidence-based programs and best practices to reduce health disparities and improve health, quality of care, and cost outcomes. The mission of the Data Analytics Division (DAD) is to provide department-wide leadership and support in analysis and dissemination of data to better serve beneficiaries, improve outcomes, and support programmatic needs and requirements. The Department will provide reasonable accommodations to meet these requirements.	

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
30%	Under general direction, plan, organize, and conduct scientific studies of a highly developed scientific scope and complexity to produce quality measure reporting. Use methods and theories grounded in epidemiology and biostatistics to design and implement research projects that assess the impact of Medi-Cal policies and programs on eligibility, access, quality, utilization, health outcomes, and expenditures in the context of disparities/equity and population health. The results of the scientific investigations will enable the Department to support programmatic needs and reporting requirements, strategically plan new policies and interventions, identify Medi-Cal subpopulations and service areas for quality improvement, and improve health outcomes / equity. Perform tasks as a project lead consistent with the Department of Health Care Services (DHCS) Playbook.
30%	Make independent, complex decisions in health care services methods, health care quality research, and assessing/monitoring population health. Adapt methods, techniques, and procedures to carry out assignments to fulfill data requests, provide consulting/advisory services, and build and manage evaluation and research processes and infrastructure to facilitate efficient analytic operations and consistent and repeatable work in regard to data analytics, linkage, evaluation, and research products.
20%	Serve as a scientific advisor or consultant for complex public health research or scientific investigation projects to other scientists conducting studies in health care services methods, health care quality, and assessing/monitoring population health. Work collaboratively with teams in other DHCS programs and other state agencies as assigned.
15%	Deliver presentations to internal and external stakeholders on the scientific research or investigations conducted. Develop publications of scientific findings, comprehensive reports, management briefs, benchmark reports and dashboards related to health care services methods, health care quality, and assessing/monitoring population health. Support data literacy within the Data Analytics Division and throughout DHCS by developing data analytic and research training materials and coaching staff to improve DHCS capacity for standardized collection, linkage, and reporting of Medi-Cal data. Ensure all products are consistent with the DHCS Writing Style Guidelines, the DHCS Data Publishing Guide, the DHCS Data De-identification Guidelines, and other departmental standards.

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 General Supervision by the (enter supervisor classification):Research Scientist 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:**

- Experience with research, analysis, data management, and visualization of quantitative data.

- Experience and expertise with analytic software like: SAS, SQL, R Script, Python, and ArcGIS.

- Ability to design and implement health services research and data strategies.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Harold Snyder

Analyst Signature:

Date:
07/23/2026**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:

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: