

DUTY STATEMENT

Classification: Research Scientist Staff	
Working Title: Health Disparity Analytics Researcher	
Program: Enterprise Data and Information Management	
Division: Data Analytics	
Branch: Data Science	
Section: Population Health Analytics and Reporting	
Unit: Health Disparity Analytics	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R10	Position Number: 803-396-5594-913
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 (RS) Supervisor I, the RS Staff will use epidemiological, bio-statistical/statistical, and survey techniques and behavioral health theories to plan, organize, and perform scientific research studies of highly developed scientific scope for the Health Disparity Analytics Unit (HDAU), Population Health Analytics and Reporting Section (PHARS), Data Science branch (DSB), Data Analytics Division (DAD), in accordance with DHCS' specifications and requirements. Specifically, the incumbent will develop and implement data collection, data extraction, linkage, data transformation, and validation/verification strategies; provide subject matter expertise in operationalizing requirements related to health care quality; develop measure specifications; generate analytics; and support contractors, internal program staff, and external stakeholders using the data. The incumbent will apply theoretical models and research/statistical methods to plan, organize, and direct scientific studies of a highly developed scope and complexity, and apply scientific approaches to identify populations of interest, to measure the impact of programs and the social drivers of health (SDOH) on health care quality, equity, and 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%	Use epidemiological and bio-statistical/statistical, survey techniques, scientific methods, and procedures to plan, organize, and direct data analysis to support reporting on health care quality measures. Provide scientific consultation and technical assistance in developing a data-driven approach to monitoring quality and health equity outcomes. Apply scientific approaches to develop, compile, and analyze measures that are feasible, comply with DHCS data standards, and advance program goals. Coordinate with DHCS program staff to apply quality measures to the overall Medi-Cal population and to populations of interest. Develop and document data pipelines, data models, metadata, and data views to efficiently ingest, process, verify and validate, format, store, and query the data being reported by managed care plans, dental managed care plans and BHPs. Troubleshoot and monitor new and existing data models and visualizations to recognize improvement opportunities, verify compliance with performance metrics, and support changes in state programs or systems. Plan, develop, and implement standardized reporting processes consistent with DHCS business requirements and enterprise standards. Perform tasks as a project lead consistent with the Department of Health Care Services (DHCS) Playbook.
25%	Work with multiple data sources such as the DHCS MIS/DSS data or linked data on populations of interest, including, but not limited to, the Foster Care population. Develop population specifications and data files based on metrics such as health care utilization, cost of care, access to care, quality of care, social drivers of health (SDOH), and health conditions, related to populations of interest. Make independent complex decisions regarding research methodology and technical specifications related to populations of interest.
25%	Use software such as SAS, Structured Query Language (SQL), R, or other similar statistical software, and data management software. Apply scientific approaches to develop, compile, and analyze measures, comply with DHCS data standards, and advance program goals. Act as a team leader for data management, extraction, linkage, research, and statistical analysis. Participate in workgroups and collaborate with partner state agencies, develop publications of scientific findings, comprehensive reports, management briefs, benchmark reports, and data for dashboards related to priority populations and health care equity, for dissemination to the public, DHCS staff, stakeholders, scientific journals, and researchers, ensuring appropriateness of data interpretation and policy implications. Preserve the publication and dissemination elements and reference peer-review or official DHCS technical reports.
15%	Provide operational assessment and support and provide expert consultation related to complex data systems, statistical methods, and analyses to support DHCS program areas and public health research or scientific investigation projects. Work collaboratively with teams in other DHCS programs and state agencies as assigned.

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 Direction 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:**

Demonstrated experience using SAS, SQL, R, or other similar statistical software; Microsoft Office products; Teradata; data management software.

Expertise in statistical analysis, data quality assessment/assurance processes, and research methodologies in an applied research setting.

Demonstrated strong analytic, statistical, organizational, and communication skills.

Experience successfully completing multiple projects with competing deadlines.

Experience/knowledge with health care administrative claims/encounter data, MIS/DSS data.

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:
07/28/2026**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:
Mina White

Supervisor Signature:

Date: