

Department of Health Care Access and Information Duty Statement

Employee Name Vacant	Organization Office of Health Information Healthcare Analytics Branch Analytics and Data Section Workforce and Utilization Analysis Team	
Position Number 441-302-5594-XXX	Telework Option Hybrid	
Classification Research Scientist Staff	Working Title Rural Healthcare Scientist	
Supervision Exercised N/A	Location Sacramento	
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒	
Revision Date August 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 general direction of the Research Scientist Supervisor II, the Research Scientist (RS) Staff plans, organizes, and conducts highly complex rural health-related studies of broad scope. These studies are focused on healthcare access, utilization, quality, cost and equity in rural areas. This involves using statistical methods, established guidelines and technical scientific procedures, and developing standards and procedures where no sufficient procedure exists. The RS Staff is a member of the Healthcare Analytics Branch (HAB) team and serves as a team member on public health and healthcare projects for the Workforce and Utilization Analysis Team (WUAT) within the Analytics and

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Data Section (ADS). The RS Staff also works closely with members of the Department of Health Care Access and Information (HCAI) Rural Health Transformation (RHT) Office, State Office of Rural Health (SORH), Office of Health Workforce Development (OHWD) and external entities under contract with HCAI.

In the HCAI work environment, staff may handle confidential patient data. Specific statutes, regulations, and HCAI policies and procedures govern the collection, storage, disclosure, and use of confidential data. The employee is responsible for the safe and secure handling of this data in compliance with these policies and procedures.

Essential Job Functions

- 35%** Under general direction, develop public-facing reports on California's rural healthcare payment and delivery system. Analyze the relationship between provider and patient characteristics, and social drivers of health and healthcare access, utilization, quality, and outcomes. Using advanced statistical tools, conduct analyses of HCAI's various data assets, using SAS, Python, SQL, R, Databricks, and other analytical software. Provide statistical expertise in the analysis of survey, claims, and administrative data to ensure valid inferences are made in projects throughout the organization, including projects on rural health transformation and rural healthcare systems. Use expert knowledge of disparate data sources, healthcare and econometric research methods, programming, and data visualization tools (such as Tableau and Power BI) to prepare reports and aggregate data for healthcare stakeholders. Ensure projects are implemented to the highest standards and are independently authoritative and rigorous, including choice of appropriate research designs, empirical strategies, model specifications, data management practices, and peer review. Develop hypotheses and conduct studies to evaluate use cases for health and healthcare improvement. Prioritize research according to operational and policy improvements, and write reports for external publication, including peer-reviewed journals, and other venues as appropriate. Develop data briefs from existing products.

- 25%** Provide scientific oversight of contracted data analysis work under the Rural Health Transformation (RHT) Program. Evaluate the impacts of efforts to strengthen provider collaboratives, rural health workforce development, and health information technology on outcomes for patients, providers, and the health care system as a whole. Establish and maintain a detailed understanding of rural health data analysis methodologies. Propose and evaluate metrics to evaluate the success of the RHT Program at transforming healthcare in rural California. Contribute to developing evaluation designs, logic models, visualizations, written reports, and measure specification documents. Represent the Department's needs in meetings with external contractors, federal agencies, advisory boards, and others. Contribute technical and strategic guidance on the design of internal data monitoring tools using financial, utilization, multi-payer claims/encounter, and other healthcare data.

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- 20%** Conduct data quality and other standardization activities to develop best practices in analyses of HCAI's rural health data. Develop definitions and approaches to common problems in rural health data analysis, operationalize these definitions, and automate processes to the extent possible. Develop language to publicly communicate these definitions and their impact, both orally and in writing. Socialize these definitions with internal and external stakeholders. Serve as a knowledge resource on databases, research methods, reports, analytic products, visualizations using Tableau and ArcGIS, as well as Databricks, Python, R, SQL and/or SAS programming.
- 15%** Develop presentations on rural/urban health disparities, rural health analysis, and other topics, and develop other materials for sharing knowledge with HCAI staff and external audiences. Collaboratively work with HAB, RHT, SORH and OHWD team members to identify and investigate the feasibility of new research projects. Advise other divisions and staff – including but not limited to SORH and CalRHT - on their data-driven policy and operational research needs. Provide input to and guidance for the HAB analytics portfolio and plan. Use standard health services research guidelines and methods to design and execute analyses. Maintain appropriate data security and data confidentiality practices and assure that aggregate data are properly de-identified.

Marginal Job Functions

- 5%** Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position.

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.

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.

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

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