

**DUTY STATEMENT**

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| Classification: Research Scientist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                        |
| Working Title: Data Request Scientist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |
| Program: Enterprise Data Information and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
| Division: Data Analytics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |
| Branch: Data Fulfillment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |
| Section:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |
| Unit: Confidential Data Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                        |
| Office Location: 1700 K Street, Sacramento, CA 95814                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                        |
| COI Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| CBID: R10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Position Number: 803-396-5582-910                                                      |
| Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Specify Language: Not Applicable                                                       |
| <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                        |
| <p><b>Job Summary:</b></p> <p>Under general supervision of the Research Scientist Supervisor I, the Research Scientist serves as a department scientific lead for evaluating complex, large-scale, research and data quality projects related to confidential data file development, data linkage and management, and development of measure specification standards. Incumbents will give input on determining, designing, and directing major complex research projects, in addition to extracting and providing data for these activities. The RS is required to determine the scope and parameters of research criteria and to collaboratively work with business partners to assess the feasibility of requests. The RS will be an integral part in defining specific Medi-Cal populations, focused on the development, documentation, and maintenance of metadata standards, data definitions, SAS coding, analytic and data querying methodologies, as well as the development and maintenance of a centralized knowledge library of such information. The RS will support program integrity assessments and provide data analytical support to requests related to CMS 64 claiming compliance.</p> |                                                                                        |



**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.*

| <b>Description of Duties:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>% of Time</b>              | <b>Essential Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 35%                           | Review research proposals submitted to the Department's Data Research Committee (DRC) to give input on study design, impact to Medi-Cal members and the administration of the program, data security concerns, and identifying appropriate data elements to adequately test the study hypotheses. Give scientific support to the DRC Coordinator during discussions with requesters of confidential data, and participate as a consultant at DRC meetings. Similarly, participate as a lead scientist in negotiating Business Use Case Proposals (BUCPs) to share data with other departments. Determine the appropriate study methods to most adequately answer study questions while limiting the data transferred to “minimum necessary”. Respond to questions about epidemiology and data elements from other departments, and investigate data quality to determine the best combination of elements for each study.                 |
| 35%                           | Support program integrity assessments and provide data analytical support to requests related to CMS 64 claiming compliance. Support data integration, automated checks, forecasting, and statistical modeling to help with analytics and program evaluation. Conduct comprehensive scientific analyses and develop detailed reports. Extract confidential data for approved DRC requests and other projects with signed BUCPs and Data Use Agreements (DUAs). Work with requesters to make sure the data provided are study appropriate and accurate the first time to limit future requests for variations of the same files. Document time spent on these efforts to accurately invoice requesters for the work. and generate dynamic reports.                                                                                                                                                                                         |
| 15%                           | Analyze and evaluate the impact of changes to existing programs, procedures, business processes, and/or policies; use creativity when independently designing research projects; and write clear and concise epidemiology studies and reports; design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data; conduct and interpret descriptive and/or inferential statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; analyze situations accurately and take effective action at the appropriate time; and provide mentoring to staff. Use SAS, SQL, GIS, and data linkage software for data management and to conduct data manipulation and statistical analysis. Produce and disseminate publication-quality data products to the public, DHCS programs, and external stakeholders. |

| Description of Duties: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| % of Time              | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 10%                    | <p>Develop and produce publication-quality data products for DHCS programs, external stakeholders, and scientific journals. Present complex quantitative and qualitative data visually using charts, graphs, tables, and other appropriate epidemiology methods in order to complete reports and/or develop presentations; facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation. Critique policy papers and epidemiology analyses from program staff for adequacy and appropriateness of data interpretation and policy implications.</p> |

| Description of Duties |                                   |
|-----------------------|-----------------------------------|
| % Of Time             | Essential Functions               |
|                       |                                   |
| % Of Time             | Marginal Functions                |
| 5%                    | Perform other duties as required. |

**Supervision Received:** Under 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:**

It is desired that the incumbent demonstrates strong analytic, statistical, data governance, organizational, and communication skills, as well as an expertise in data quality assessment/assurance processes, statistical sampling, statistical analysis, and research methodologies in an applied research setting. It is preferred that the incumbent is knowledgeable of advanced processes for capturing data and project management principles, along with the ability to design and implement complex research projects. As well as having demonstrated experience using statistical software such SAS, Structured Query Language, Microsoft Business Intelligence, ArcGIS, advanced Excel, and/or similar software. Experience with Medi-Cal and the Management Information System/Decision Support System (MIS/DSS) Data Warehouse are preferred.

**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:  
09/10/2026**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: