

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

Employee Name Vacant	Organization Office of Health Care Affordability Health Care Spending Targets Branch Research and Analysis Group 
Position Number 441-603-5758-XXX	Telework Option Hybrid
Classification Research Data Specialist II	Working Title Health Policy Researcher
Supervision Exercised N/A	Location Los Angeles
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date 5/21/26	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 the general direction of the Research Scientist Supervisor I, the Health Policy Researcher independently performs a variety of complex research and data analysis projects related to collection, analysis, and reporting of total health care expenditure (THCE) data, quality and equity performance, and other related topics for the Research and Analysis Group. Coordinates major complex research projects related to the development of spending targets, analysis performance of health care entities against spending targets, and collaborates with staff in the Health System Performance Branch to report on the performance of the health care system.

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Essential Job Functions

- 35% Health Care Spending Target Methodology and Program Design:** Supports the development and implementation of approaches to collect, analyze, and report data on total health care expenditures and other supplemental data and information pertaining to health care entities, including but not limited to quality and equity performance. Coordinates with internal and external stakeholders to support the establishment of statewide targets and specific targets by health care sector. Supports the development of adjustment factors which may pertain to data or the target value itself, including for patient health status, quality and equity, geographic costs, and organized labor costs. Analyzes data and information related to historical and projected trends for economic indicators and population-based measure and spending for Medi-cal, Medicare, and the commercial markets. Prepares policy memos and presentations, including Board materials to support approval of spending target methodologies and establishment of target values.
- 30% Measurement, Evaluation and Reporting:** Evaluates the impact of the spending target in slowing per capita health care spending, while accounting for balanced measures related to maintaining or improving the quality and equity of care, and other statutory or policy goals and objectives. Under the direction of the Research Scientist Supervisor I, engages and maintains positive relationships with health care entities for data collection, analysis, and reporting. Leverages research methods to measure performance of health care entities against the spending target for the OHCA Annual Report and other public reports. Analyzes health care spending trends and variation, including performing cost driver analyses. Synthesizes qualitative and quantitative findings for public reporting, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant and adhere to internal quality assurance processes. Leverages HCAI data assets and other state data in support of OHCA programs as needed. Collaborates with the Health System Compliance Branch as needed to support data analysis related to assessing market consolidation.
- 25% Policy Recommendations:** Assumes an independent role analyzing policies related to slowing health care spending, critically assessing the academic research and grey literature, and evaluating policies and innovation inside and outside of California in order to develop options and recommendations in memos, briefs, and presentations. Coordinates with staff in the Health System Performance Branch on policy recommendations pertaining to improving health system performance in California. Provides expert consultative services in the evaluation of critical and sensitive health care policy issues, such as methodological issues pertaining to risk and equity adjustments or data use cases involving the Healthcare Payments Data Program. Work with stakeholders on a variety of issues, including state and national experts, sibling departments, health care entities, and consumer advocates.
- 5% Miscellaneous:** Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals, objectives, and implements changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of more junior team members or interns.

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Marginal Job Functions

5% Performs other related duties as required.

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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

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