DUTY STATEMENT

Classification: Medical Consultant I	
Working Title: Data Driven Monitoring Medical Consultant	
Program: Quality & Population Health Management	
Division: Quality & Health Equity	
Branch: Quality & Health Equity Monitoring	
Section: Data Driven Monitoring	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: R16	Position Number: 803-097-7787-912
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:

The Quality and Population Health Monitoring (QPHM) program leads clinical quality, health equity, and population health efforts across the Department of Health Care Services (DHCS). Within QPHM, the Quality & Health Equity Monitoring (QHEM) Branch is responsible for statewide measurement, monitoring, accountability, and enforcement of clinical quality standards to strengthen DHCS' oversight and improve member outcomes. The Data Driven Monitoring (DDM) section within QHEM anchors these efforts by using a mission centered on data integrity, transparency, and actionable insight, and a vision focused on enabling clear, timely, and equitable quality monitoring across all Medi-Cal populations.

Under the direction of the Medical Consultant II (S), the Medical Consultant I (MC I) acts as a subject matter expert (SME) and provides clinical support for the analysis and implementation of key statewide initiatives including the Centers for Medicare and Medicaid Services (CMS) Quality Rating System (QRS). The MC I delivers medical expertise, consultation, and technical assistance in developing and advancing a data-driven approach to monitoring clinical quality and health equity outcomes related to clinical quality measure sets. The position reviews newly proposed measures for inclusion in monitoring efforts, provides feedback to internal and external stakeholders based on the most up-to-date clinical literature to certify measures that are clinically meaningful for California and align with DHCS program goals.

Job Summary (cont):

The MC I interprets and communicates feedback internally and externally; collaborates with clinicians, statisticians, policy experts, and stakeholders to review available data, evaluate data quality, and assess reporting feasibility to meet data stratification requirements. The incumbent co-designs and develops public reporting tools to meet statutory and regulatory reporting requirements. Following implementation, the MC I continues clinical relevance reassessment, evaluation, and analysis needed to maintain and improve the program.

The ideal candidate will have clinical experience and a passion for using data to improve health outcomes. They will possess strong communication skills, comfort working with stakeholders from different disciplines, and the ability to translate clinical concepts and data into clear, actionable information for both technical and non-technical audiences.

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**
40%	Provide medical expertise, consultation, review, and technical assistance in developing and administering data-driven approaches to monitoring clinical quality and health equity outcomes. Act as clinical SME for clinical quality measures including the QRS Quality Measure Set; provide medical expertise, consultation, and technical assistance to support DHCS' measurement strategy. Review, evaluate, and synthesize clinical literature to inform DHCS positions on proposed measures; draft evidence-based feedback to CMS and other stakeholders to certify measures that are clinically meaningful for California and advance program goals. Interpret complex measure specifications; assess clinical validity, reliability, and burden; make recommendations on adoption, modification, or retirement of measures. Prepare and deliver clear internal and external communications (briefings, memos, presentations) that translate clinical findings and implications for policy, operations, and stakeholders.
30%	Collaborate with other medical consultants, health program specialists, data analysts, and program evaluators to review available data and ensure clinical accuracy of performance results. Evaluate data quality, completeness, and comparability across managed care and fee for service delivery systems and recommend strategies to support valid measurement and reporting. Assess reporting feasibility and support implementation of stratification by key demographics (e.g., race/ethnicity, language, disability, geography) consistent with DHCS and CMS requirements. Contribute clinical input to corrective action plans, monitoring and enforcement activities, and stakeholder engagement to improve clinical quality and equity outcomes.
25%	Co-design and develop public-facing and internal reporting tools and interactive dashboards that meet statutory and regulatory reporting requirements and communicate performance transparently. Define clinical logic and quality narratives for visualizations; validate outputs for accuracy and interpretability to non-technical audiences. Lead or contribute to ongoing clinical evaluation, and analysis post-implementation to maintain the program and identify opportunities for continuous improvement. Provide technical assistance to internal teams, health plans, and stakeholders on clinical interpretation and best practices for measure use. Attend occasional in person meetings as needed.

Description of Duties:	
% of Time	**Essential Functions**

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Perform other duties as needed and appropriate for this classification.

Supervision Received: Under Direction by the (enter supervisor classification):
MC II (Supervisor).

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): California Medical License

Desirable Qualifications:
Training and experience in quality improvement methodologies and data-driven monitoring of population health outcomes. Experience analyzing proposed legislation, regulations and/or implementing new medical policy. Experience with NCQA HEDIS, CMS Core Set, or other similar clinical quality measure calculation. Ability to communicate and work collaboratively with both clinical and non-clinical staff throughout the organization.

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:	Analyst Signature:	Date:
Jennifer Vang	Jennifer Vang Digitally signed by Jennifer Vang Date: 2026.09.23 15:25:34 -07'00'	09/23/2026

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:

DHCS Office Locations

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)	
Sacramento, CA	DHCS East End Complex, Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.