

DUTY STATEMENT

Classification: Research Scientist	
Working Title: Duals Managed Care Researcher	
Program: Enterprise Data and Information Management	
Division: Program Data Reporting	
Branch: Benefits and Eligibility Data Support	
Section: Medicare and Women's Health Data	
Unit: Medicare and Duals Analytic	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R10	Position Number: 803-397-5582-920
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 the general direction of the Research Scientist Supervisor I, the Research Scientist (RS) assists with analytical activities supporting the implementation of the Managed Care Final Rule. The RS performs routine data validation, supports the development of measures and metrics to monitor appointment wait time standards and managed care network adequacy, and contributes to data preparation, documentation, and preliminary analyses. The incumbent applies established statistical and research methods under supervision, assists higher-level scientists with components of MLTSS and D-SNP studies, and contributes to data linkage and reporting tasks using established departmental procedures. The RS participates as a team member in carrying out analytical tasks, learning advanced methods from senior research staff, and supporting larger scientific studies without independently directing complex research.	

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%	Verifies the integrity and usability of appointment wait time data for internal and external reporting. Support design and deploy dashboards that have surface disparities, highlight patterns in compliance or exception use, and enable data-informed decision-making by state leaders and external stakeholders. Assist in the creation of prototype visualizations, develop workflows for data ingestion and transformation, and verify that dashboards are adaptable to evolving policy needs and programmatic requirements, and collaborate closely with IT teams and policy experts.
25%	Apply established statistical/research methods to assist in conducting scientific research studies of limited to moderate scope that support MLTSS and D-SNP analyses. Under supervision of RS lead staff and/or supervisors, apply National Quality Forum (NQF) and Healthcare Effectiveness Data and Information Set (HEDIS) quality measures to dual eligible beneficiaries to help identify gaps in care, and compile and monitor performance measures by target population and risk tier. Contribute as a team member to scientific methods used in healthcare services research and the DHCS Comprehensive Quality Strategy, providing analytic results and interpretation to higher-level scientists.
15%	Assist RS lead staff and supervisors to develop and prepare metrics, specifications, and data files for MLTSS and D-SNP dual eligible beneficiaries (e.g., health care utilization, cost of care, access to care, quality of care, and social determinants of health such as education, income, race/ethnicity, and disability status) using data collected and stored in the MIS/DSS. Apply established data linkage methodologies to combine multiple data sources such as Medicare data, nursing home Minimum Data Set (MDS) data, Department of Health Care Access and Information (HCAI) all payers' data and patient discharge databases, and vital statistics records. Use software such as SAS, Structured Query Language (SQL), and geographic information and data linkage software for data management, data manipulation, statistical analysis, and reporting/visualization.
15%	Serve as a team member to help translate MLTSS and D-SNP data requests and business needs into technical requirements, logic, program metrics, data files, and reports, consistent with business requirements and enterprise standards. Support reporting processes and follow established standard operating procedures for managing population health and risk stratification data, helping ensure its availability, quality, and usability.
10%	Assist in developing and producing data products and reports for DHCS programs and external stakeholders. Review policy papers and analyses from program staff for accuracy and appropriateness of data interpretation, and assist higher-level scientists in preparing and presenting scientific findings to state health experts and the community. Participate in team knowledge-sharing activities and apply new tools, methods, and techniques to build individual and unit analytic capacity for standardized collection, linkage, and reporting of MLTSS and D-S

Description of Duties:	
% of Time	Essential Functions
	SNP data.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as assigned.

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:**

- Strong quantitative and qualitative analytic skills sufficient to perform the duties described in the duty statement.
- Practical knowledge, training, and experience with software such as SAS, Structured Query Language (SQL), Business Intelligence, Business Objects, R, and Python, etc.
- Experience working with Medi-Cal and Medicare eligibility, enrollment, claims, encounter, and provider data.
- Ability to effectively manage multiple projects and priorities; strong written and verbal communication skills, ability to communicate and present findings clearly and efficiently; detail-oriented and meets deadlines.
- Ability to work independently or in a team setting, take initiative, assume a high level of responsibility, and exercise good judgment, and excellent interpersonal and decision-making skills.

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 SnyderAnalyst Signature:
Harold SnyderDigitally signed by Harold Snyder
Date: 2026.09.25 15:00:36 -07'00'Date:
09/25/2026**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:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. Under Supervision: The position is subject to continuous and direct control. Under General Supervision: The position is subject to a minimum of continuous and direct control. Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker. Under General Direction: This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).