

DUTY STATEMENT

Classification: Research Scientist	
Working Title: Eligibility and Benefits Analytic Research Scientist	
Program: Enterprise Data Information and Management	
Division: Program Data Reporting	
Branch: Benefits and Eligibility Data Support	
Section: Eligibility and Benefits Data	
Unit: Tribal, Pharmacy, and Dental Data	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R10	Position Number: 803-397-5582-921
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 Research Scientist (RS) will support, plan, organize, develop and validate methodologies designed to ensure compliance with all required criteria necessary for the implementation of the Managed Care Final Rule. The RS will support the creation and refinement of the measures and metrics required to monitor managed care network data files for both quality and completeness. The RS will also focus on establishing robust, evidence-based analytical approaches that verify network adequacy standards that are not only met, but also measurable and actionable across all plans, populations, and regions. This process will include detailed statistical validation, documentation of assumptions, and testing for consistency with the Centers for Medicare & Medicaid Services (CMS) regulatory framework. The RS will also perform a data-supportive role by performing quality check and control of data, participating in the creation of dental dashboards to monitor Performance Measures for Medi-Cal Dental Services Division (MDSD), Pharmacy Benefit Division (PBD), and Office of Tribal Affairs (OTA) and compiling and researching performance quality measure data. The RS will also lead the coordination from MDSD/PBD/OTA and PDRD Management Team to provide necessary data related tasks for MDSD/PBD/OTA related utilization. The Department will provide reasonable accommodations to meet these requirements.	

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
35%	Support the RS Staff and RS Supervisor by assisting in the development, testing, and refinement of methodologies used to assess compliance with required criteria for managed care network data submissions. Contribute to the creation and improvement of measures and metrics that evaluate the quality and completeness of managed care network data files in alignment with Managed Care Final Rule requirements. As a collaborative team member, perform structured research and analytical tasks to inform recommendations that enhance the ongoing operations of the MDSD, PBD, and OTA units. Prepare and coordinate responses to program-specific inquiries related to the Medi-Cal Dental program from internal DHCS management and staff, external state departments and agencies, county and community partners, hospital organizations, consultant groups, and CMS. Work with RS Staff to gather, compile, and interpret quantitative data on beneficiary utilization and provider networks using data systems such as MIS/DSS, SAS, and Business Intelligence (BI), and assist in maintaining systems and procedures that organize, validate, and present program data in a clear and professional format.
30%	Under the supervision of the RS Supervisor, contribute to the planning and delivery of scientific research activities by assisting RS Staff with organizing study components, preparing datasets, and applying established analytical procedures. Apply and refine standard research methods to complete assigned tasks and ensure data are processed accurately and consistently. Partner with RS Staff to create metrics, data specifications, and structured data files based on information from MIS/DSS and other data sources, including measures of utilization, cost, access, quality, and social determinants of health. Review potential supplementary data from internal systems, state agencies, and external clinical sources to determine usefulness for research needs. Support the evaluation and application of data-linkage techniques that enable DHCS to integrate and analyze large datasets such as HCAI patient discharge data and vital statistics records. Utilize software tools such as SAS, SQL, GIS, and data-linkage applications to manage datasets, conduct statistical analysis, and prepare clear visualizations and summary outputs.
20%	Provide operational assessment and support to DHCS program areas including but not limit to Dental, Tribal, Eligibility, and Pharmacy data requests/business needs into Managed Care Final Rule with DHCS' overall strategic goals. Incorporate DHCS enterprise standards and standard operating procedures for analyzing and managing population health and risk stratification data.

Description of Duties:	
% of Time	Essential Functions
10%	Train and mentor research analyst staff to improve BEDSB capacity for standardized collection, linkage, and reporting data, including but not limited to Dental, Tribal, Eligibility, and Pharmacy data and incorporate with Managed Care Final Rule requirements.

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:**

-2 years of experience of using SAS program.

-Experience with Business Object, Tableau, and SQL statistical software. MIS/DSS experience.

-Experience working with health care data/health services administrative data. Presenting, teaching, and project management experience.

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:

Daniyal Sadeghian Sorkhabi

Analyst Signature:

Daniyal Sadeghian Sorkhabi

Digitally signed by Daniyal Sadeghian Sorkhabi
Date: 2026.09.24 10:44:54 -07'00'

Date:

09/24/2026

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).