

DUTY STATEMENT

Classification: Research Scientist	
Working Title: Maternal and Women's Health Analytics 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: Maternal and Women's Health Reporting	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R10	Position Number: 803-397-5582-922
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 supervision of the Research Scientist Supervisor I, the Research Scientist (RS) is responsible for planning, organizing, and assisting scientific research, data analysis, and measurement development activities for the Program Data Reporting Division (PDRD), Benefits and Eligibility Data Support Branch (BEDSB), Medicare and Women's Health Data Section (MWHDS), and the Maternal and Women's Health Reporting Unit (MWHRU). This work requires ongoing applied research, advanced analytics, and methodological development consistent with Department of Health Care Services (DHCS) standards, program specifications, and reporting requirements. The RS will use SAS, SQL and/or other statistical analysis software to provide analytical, statistical, and research support for women's health and reproductive health related programs, including the Family Planning, Access, Care, and Treatment (Family PACT) Program. The incumbent must demonstrate strong analytical, statistical, organizational, and communication skills, with expertise in quantitative analysis, statistical sampling, and applied research methodologies. Experience with SAS, SQL, and/or other statistical analysis software is required. Familiarity with Management Information System/Decision Support System (MIS/DSS) is desired. The RS will assist the development of data measures, calculations, reporting methodologies, maintain measure specifications and documentation for program monitoring, program performance, outcome measures, and reporting relating to H.R. 1, and assess impacts to eligibility requirements and immigrant coverage limitations in alignment with Sections 71103, 71104, and 71105. This position collaborates closely with program staff, Enterprise Data and Information Management (EDIM) staff, and other DHCS entities. 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%	Under supervision, respond timely and efficiently to data and information requests related to H.R. 1 impacts, including but not limited to covered benefits, eligibility requirements, and immigrant coverage limitations in alignment with statutory sections 71103, 71104, and 71105. Contribute statistical and analytic expertise and assist MWHRU staff and other users in interpreting Family PACT and Medi-Cal family planning and reproductive health services data integrating H.R. 1 measures and specifications into ongoing program analyses, data displays, and reports. Plan, organize, and conduct research and data analyses related to H.R. 1 program policy, performance, and outcome measures as related to Family PACT and Medi-Cal family planning and reproductive health services data. Utilize appropriate complex relational databases/integrated data systems and data sources including MIS/DSS, the California Health Interview Survey (CHIS), US. Census Bureau surveys and programs, Office of Statewide Health Planning and Development data, and Department of Finance data, and Vital Records, applying appropriate statistical testing using SAS and SQL. Maintain comprehensive documentation of data requests, specifications, and methodological decisions, ensuring continuity and traceability of all H.R. 1 measure development activities. Research and evaluate data to create statistical charts, figures, and other analytical displays for fiscal, legislative, and program impact assessments that inform DHCS policies and interventions and identify Medi-Cal subpopulations and service areas for quality improvement related to H.R. 1. Make independent, difficult decisions and adapt research methods to analytic challenges in Family PACT and related women's health and reproductive health programs using established guidelines and technical procedures.
25%	Contributes to scientific projects related to women's health and reproductive health by conducting analyses, supporting methodological design, and ensuring appropriate incorporation of H.R.1 measurement development and analytic considerations. Provide technical assistance on study design, data quality, and interpretation in alignment with DHCS measure specifications, including NQF and HEDIS. Work collaboratively with staff across DHCS programs, EDIM, and partner agencies to support integrated analytical activities and cross-departmental scientific work. Assist in developing scientific publications and analytical products such as research findings, comprehensive reports, management briefs, benchmark reports, and dashboards related to Family PACT, reproductive health care, and H.R.1 monitoring requirements. Prepare and deliver presentations and trainings on analytical methods, measurement specifications, data interpretation, and reporting approaches. Support data literacy within PDRD and DHCS by participating in literacy activities and drafting or editing documents consistent with DHCS Writing Style Guidelines, the DHCS Data Publishing Guide, and other applicable departmental standards.

Description of Duties:	
% of Time	Essential Functions
20%	Conduct detailed research and evaluation of Family PACT provider claims data to identify potential violations of program standards, fraudulent billing patterns, and issues related to program eligibility. Integrate analytic considerations related to H.R. 1 where relevant, including impacts to covered benefits, eligibility requirements and immigrant coverage limitations that may arise during claims review. Work collaboratively with Audits and Investigations (A&I), program and compliance analysts, and other departmental partners to present findings, develop recommendations, and support coordinated responses to program integrity concerns. Provide clear, data-driven summaries of analytic results, ensuring that insights contribute to improving program oversight, refining measure specifications, and strengthening the Department's ability to monitor and enforce compliance with Family PACT and related statutory requirements.
15%	Participate in the standardization and documentation of program data analysis procedures and contribute to the development and refinement of work plans that support consistent analytical practice across MWHRU, EDIM, and other collaborating DHCS programs. Ensure that analytic outputs, methodological summaries, and procedural documents reflect established DHCS standards and support cross-team alignment on data processes, quality expectations, and reporting requirements. Collaborate with and participate in appropriate workgroups, meetings, and program trainings, including on topics relevant H.R. 1 measure considerations and data-development activities where applicable. Remain educated and informed of changing policies. Organize, design, and present appropriate analyses to such groups and other stakeholders in meetings and webinars.

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:**

-Experience with SAS, SQL, and/or statistical analysis software is required.

-Experience working with health care data/health services administrative data preferred.

-Previous experience with MIS/DSS is helpful.

-Previous presenting, teaching, and project management experience is helpful.

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: 2026.10.09 11:09:56 -07'00'

Date:

10/09/2026

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).