

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

Employee Name Vacant	Organization Office of Health Information Enterprise Data Operations Branch Patient Data Section Analytical Review Unit	
Position Number 441-507-5157-709	Telework Option Hybrid	
Classification Analyst I	Working Title Data Analyst	
Supervision Exercised None	Location Sacramento	
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒	
Revision Date September 2026	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 supervision of the Supervisor I within the Analytical Review Unit, the Analyst I will perform analytical tasks and provide technical assistance associated with the online patient level data reporting system. The incumbent will support the Patient Data Section by conducting analytical reviews of health facility data reports to ensure accuracy, completeness, reasonableness, and compliance with HCAI's reporting requirements. The incumbent will identify and evaluate solutions to data reporting problems and communicate with health facility staff to evaluate requests and resolve issues. Lastly, the incumbent will serve as a technical liaison to health facility staff to ensure uniform data reporting.

In the Department of Health Care Access and Information (HCAI) Office of Health Information (OHI) work environment, staff handle confidential patient data. Specific statutes and regulations

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and HCAI policies and procedures govern the collection, storage, disclosure and use of confidential data. The employee is responsible for the safe and secure handling of this data in compliance with these policies and procedures.

Essential Job Functions

- 40%** Review and analyze health facility reports as transmitted online via the patient level data reporting system. Review Health facility data for accuracy, completeness, reasonableness, compliance with HCAI's reporting requirements, internal data consistency, and comparability of data reported to HCAI by other sources. Using standard review procedures, analyses include the following:
- Identifying coding, procedural, definitional, and programming problems in patient level data submitted by health facilities.
 - Interpreting errors as seen in the automated edit process; in the approval/rejection process; and in summary and detail edit reports.
 - Identifying and evaluating solutions for data reporting problems.
 - Contacting the health facility's medical record department, business office, finance office, or information system staff to discuss problems and to negotiate resolutions.
 - Contacting the health facility's administrator to resolve particularly complex or sensitive issues.
 - Evaluating health facility's requests for extensions, modifications, and variances to regulatory approval criteria.
- 25%** Participate in outreach effort via educational presentations to health facilities, health information professionals, and data users. Provide assistance in writing articles for internal or external publications. Provide assistance in updating Patient Data Section (PDS) reporting manuals, the reporting system editing programs, and other Data Quality Control functions. Maintain knowledge of the International Classification of Diseases coding system and conventions.
- 20%** Serve as technical liaison to health facility staff on reporting requirements and on the importance of data quality and timeliness to facilitate uniform data reporting. Gain and maintain the confidence and cooperation of health facility staff and designated agents. Based on analysis of data and technical assistance requested, compose original correspondence to notify data provider of necessary corrective actions.
- 10%** Maintain a clear and detailed contact record that identifies reporting problems; actions performed on a health facility file; telephone and written communication with health facility staff or designated agents; and other information that is historically significant, such as details of noncompliance, modifications and variant actions.

Marginal Job Functions

- 5%** Perform 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.

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Working Conditions

Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

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