DUTY STATEMENT

Classification: Research Data Specialist III	
Working Title: Research Data Specialist III	
Program: Enterprise Data and Information Management	
Division: Program Data Reporting	
Branch: Benefits and Eligibility Data Support Branch	
Section: Eligibility and Benefits Data Section	
Unit: Eligibility Analytics Unit	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 803-397-5770-913
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 (RSS I), the Research Data Specialist III (RDS III) will independently design, develop, perform, and lead complex research projects and activities in support of the Medi-Cal program, specifically the Eligibility and Benefits Data Section. The RDS III will direct the design of research methodologies and develop innovative analytical approaches where no established methodology exists to address complex program and policy questions. The incumbent will perform the most complex research and data analysis related to eligibility alignment, immigrant coverage limitations, work requirements, redetermination cycles, and other statutory mandates. The RDS III will work with programs and data systems to serve as PDRD's senior expert responsible for leading the development, oversight, and refinement of interdepartmental data processes supporting H.R.1 implementation across Medi-Cal eligibility, compliance, and program monitoring requirements. The incumbent will establish and promote statewide and departmental data standards, advise executive leadership on policy implications of research findings, and make recommendations on major program and policy decisions based on analytical and research outcomes. The incumbent will demonstrate strong analytic, statistical, data governance, organizational, and communication skills and be proficient in SAS, Structured Query Language (SQL), or other statistical and business intelligence software. The RDS III will also respond to complex ad hoc requests as necessary to support BEDSB business needs.

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**
40%	Using data stored in the Management Information System/Decision Support System (MIS/DSS), as well as other internal and external data sources and business analysis software such as SAS, SQL/Microsoft Business Intelligence (BI), R, Python, and Microsoft Excel, the RDS III will support and coordinate the most complex research, data analysis, and data quality assessment projects related to the Benefits and Eligibility Data Support Branch (BEDSB), including but not limited to Medi-Cal Eligibility, program participation, expenditure changes, data quality, H.R.1 metric outcomes, and impacts to eligibility requirements and immigrant coverage limitations. The RDS III will direct the design of research methodologies and develop and maintain measure specifications and technical documentation, conduct research, and perform high-level analysis of program health data to support H.R.1 implementation. The incumbent will develop innovative analytical approaches where no established methodology exists to address emerging program, policy, and reporting requirements. The RDS III will support the design and creation of new data models and visualizations such as dashboards, infographics, and other reporting user interfaces and create and edit documents consistent with Department of Health Care Services (DHCS) Writing Style Guidelines.
30%	Define, create, and implement new data projects to ensure information needs are met and will lead the development and implementation of business rules, data indicators, calculations, and validation and verification processes for reporting methodologies. The incumbent will perform project lead responsibilities consistent with the DHCS Playbook and work closely with Medi-Cal Eligibility Division (MCED) program staff and Business Intelligence staff related to data coding, calculations, data extraction, data linkages, and data visualizations. The RDS III will analyze business needs, workflows, and information requirements necessary to support the reporting needs of internal and external stakeholders and will establish and promote statewide or departmental data standards to support consistent reporting, data governance, and program monitoring activities. Based on research findings and analytical outcomes, the RDS III will advise executive leadership on policy implications related to Medi-Cal eligibility, H.R.1 implementation, program compliance, and operational impacts and will make recommendations on major program or policy decisions based on research findings. The RDS III will be responsible for completing complex ad hoc data requests necessary to support MCED in implementing H.R.1 and to support BEDSB business needs.

Description of Duties:	
% of Time	**Essential Functions**
15%	Provide expert consultation, training, and technical assistance on BEDSB data analysis and methods to internal and external staff and stakeholders. Lead and facilitate various internal and external work groups, committees, and meetings. Troubleshoot and monitor new and existing data models and visualizations to recognize improvement opportunities; ensure compliance with performance metrics, and support change in state programs or systems.
10%	Establish training and development systems and processes. Train program and analytic staff to improve DHCS capacity for standardized collection, linkage, reporting and use of BEDSB data. Work with junior research staff to transfer knowledge in areas including but not limited to, query design, data linkages, data management, and maintenance support procedures. Remain current with evolving technology in the fields of research, statistical analysis, health informatics and information technology, machine learning and business intelligence/visualization.

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

Supervision Received: Under General Direction 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 or SQL or similar data management/statistical/reporting software.
- Experience with Health-related research and/or healthcare services administrative data.
- Experience working on multiple projects with competing deadlines.
- Experience with Power BI.

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:
Harold Snyder	Harold Snyder Digitally signed by Harold Snyder Date: 2026.10.19 07:18:08 -07'00'	10/19/2026

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 journeyperson 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).