DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
INVESTIGATIONS SECTION
DATA MINING UNIT
DUTY STATEMENT

NAME:
CLASSIFICATION: Research Data Specialist III
WORKING TITLE: Research Data Specialist III

STATEMENT OF DUTIES: Using extensive knowledge of the Medi-Cal program process and experience using various databases (data extract tools), the Research Data Specialist (RDS) III independently and collaboratively determines the scope and parameters of research criteria and performs the most complex research and advanced data mining activities and predictive analytics to identify aberrant patterns in order to detect fraud, waste, and abuse within the Medi-Cal program for the Division of Medi-Cal Fraud and Elder Abuse (DMFEA).

SUPERVISION RECEIVED: Under the general direction of the Research Data Manager.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to move up to 25 pounds. Ability to sit and key for up to eight hours. Ability to travel.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an open-space office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Represents the analytics program in executive decision-making forums, advising leadership on emerging fraud schemes, systemic risk vulnerabilities, and investigative prioritization. Leads the development of enterprise-wide risk models to assess systemic vulnerabilities within Medi-Cal programs, including provider networks, managed care organizations, and high-risk service categories. Integrates large scale claims data, enrollment data, and program policy datasets to create actionable insights that inform enforcement strategies. Translates research findings into executive level policy recommendations and fraud prevention initiative, ensuring alignment with federal and state program integrity standards. Anticipates fraud trends by monitoring legislative changes, regulatory shifts, and industry data trends.

25% Designs and oversees internal research projects that evaluate workflow effectiveness, resource utilization, and case outcomes in alignment with OIG performance standards and program compliance benchmarks. Establishes data quality assurance protocols, coding standards, and validation methodologies to ensure accuracy and reliability of data productions. Provides executive management with data driven recommendations for resource allocation, investigative timelines, and case triage to optimize operational effectiveness.

25% Provides leadership and serves as the division's top expert to research staff providing guidance and support on the most complex and sensitive tasks. Lead internal and external meetings to present analytic findings and translate complex data into actionable enforcement and policy strategies. Represent DMFEA as the principal research and analytics authority in statewide task forces, national healthcare fraud research forums, and academic/government data governance forums.

5% Provides training to internal staff and external clients regarding identifying fraud with the use of data mining techniques (including but not limited to SQL, SAS, and other similar programming languages),

procedures, and the use of Medi-Cal databases and tools. Testifies in criminal, civil, and administrative court proceedings as necessary. Travel throughout the state of California upon request.

5% Other duties such as, but not limited to, performing special projects and tasks as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature Date	Supervisor Signature Date
Employee Name	Supervisor Name