# DUTY STATEMENT

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| Classification: Research Data Specialist I | |
| Working Title: CRDD Data Specialist I | |
| Program: Health Care Financing | |
| Division: Capitated Rates Development Division | |
| Branch: N/A | |
| Section: Financial Management Section J | |
| Unit: N/A | |
| Office Location: 1501 Capitol Avenue, Sacramento, CA 95814 | |
| COI Position: ☐ Yes ☑ No | Telework Eligible: ☑ Yes ☐ No |
| CBID: R01 | Position Number: 805-760-5742-910 |
| 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 Capitated Rates Development Division (CRDD) is responsible for the development of managed care capitation rates for more than 10 million Medi-Cal beneficiaries in all of California's 58 counties. Under the general direction of the Section Chief, the Research Data Specialist I (RDS I) performs research and analyses in support of major projects or data activities related to the Medi-Cal managed care financial delivery system, such as intergovernmental transfer programs, directed payments, Medi-Cal managed care plan (MCP) financial reporting, medical loss ratio reporting, managed care waiver programs and reporting, budgetary analysis and policy changes for the Local Assistance Estimate, and the enforcement of Centers for Medicare and Medicaid Services (CMS) special terms and conditions. The RDS I performs a broad range of data collection, analysis and research activities, and supports state and federal reporting requirements across waivers and programs under CRDD. The RDS I serves as a program expert in research design, data queries, data analysis, and evaluation and validation of data, performs a wide variety of data collection, research, statistical, analytical, and reporting activities for programs and federal waivers under CRDD. The incumbent may act as a consultant to managers and staff, the department, other governmental entities, and other stakeholders on issues related to CRDD's waivers and programs, data collection/analysis, research, and reporting.

**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: | |
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| **% of Time** | **Essential Functions** |
| 35% | Under general direction, independently develop and utilize research methodology and techniques in areas where precedents are lacking, or a sparse body of knowledge or experience in the area exists including independently designing, organizing, and conducting research studies of CRDD's waivers and programs performance in priority areas for DHCS. Incumbent is responsible for a wide range of research and analytical duties regarding complex statistical data including statistical investigation for use in the resolution of multiple program related issues. Incumbent will extract data from databases, templates, spreadsheets, and other data sources to conduct statistical analyses and work closely on CRDD programs to monitor performance measures and advise management of program's performance improvement activities as reflected in the data analysis. Submit recommendations to management. |
| 25% | Under general direction, design and conduct complex research studies that employ multiple data sources to analyze the quality of care provided by waivers and programs to the members. Develop analytical models for statistical analysis in programs such as Business Objects, and analyze, prepare, and present the findings of this research. Work closely with other state and federal agencies, such as Centers for Medicare and Medicaid Services. Work independently with primary responsibility for a major project or activity including policy changes, waiver expenditures renewal estimation/forecasts, and new services projections. Using Business Objects, Tableau, Excel, Access and dashboard reports, gather, develop, implement, and monitor systems and procedures to assemble and structure necessary data. |
| 20% | Research, develop, and recommend financial policy and standards on different types of Medi-Cal Managed Care programs. Consult with other Department staff to establish consistent application of financial policy on technical and complex areas (e.g., risk retention, direct and indirect hospital contracting relationships, administrative cost ratios, Federally Qualified Health Center/Rural Health Clinic issues, CMS payment requirements, financial reporting requirements, etc.). |
| 15% | Exhibit innovative reasoning and approaches in satisfying the objectives of the Division’s management and provide recommendations through verbal presentations and written narratives. Provide updates, revisions, and responses to inquiries on Medi-Cal Managed Care financial issues. Research financial needs of MCPs and hospitals participating in the Medi-Cal Managed Care program for budgetary and other purposes. |

| Description of Duties: | |
|---|---|
| **% of Time** | **Essential Functions** |
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| 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): Supervisor II.

**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:**

**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: 2026.08.14 14:08:11 -07'00' | 08/14/2026 |

**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: |
|---|---|---|
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**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: |
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