

**Department of Health Care Access and Information  
(Proposed) Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Research and Analysis Group	
<b>Position Number</b> 441-603-5770-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> YES, Telework is available for CA residents only, requiring 1 day per month in the office. Additional days may be required depending on business need.
<b>Classification</b> Research Data Specialist III	<b>Working Title</b> Senior Health Policy Researcher	

<b>General Description</b> Under the general direction of the Research Scientist Supervisor I, the Senior Health Policy Researcher independently performs a variety of complex research and data analysis projects related to collection, analysis, and reporting of total health care expenditure (THCE) data, quality and equity performance, and other related topics. Implements and coordinates major complex research projects related to the development of spending targets, analyzes performance of health care entities against spending targets, and collaborates with staff in the Health System Performance Branch to report on the performance of the health care system.	
<b>Supervision Received</b>	Reports to the Research Scientist Supervisor I, Research and Analysis Group.
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	Requires in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management; ability to get along with a diverse group of people; may be called upon to work for periods exceeding the normal workday or work week.
<b>Job Duties</b> E = Essential, M = Marginal	
35%      E	Health Care Spending Target Methodology and Program Design: Leads the development and implementation of new and well-established approaches to collect, analyze, and report data on total health care expenditures and other supplemental data and information pertaining to health care entities, including but not limited to quality and equity performance. Coordinates with internal and external stakeholders to determine the scope and parameters of research criteria to support the establishment of statewide targets and specific targets by health care sector. Performs the most complex research activities to develop adjustment factors which may pertain to data or the target value itself, including for patient health status, quality and equity, geographic costs, and organized labor costs. Analyzes data and information related to historical and projected

trends for economic indicators and population-based measure and spending for Medi-Cal, Medicare, and the commercial markets. Prepares policy memos and presentations, including Board materials, to support approval of spending target methodologies and establishment of target values.

30%	E	<p>Measurement, Evaluation and Reporting: Serves in a lead capacity to evaluate the impact of the spending target in slowing per capita health care spending, while accounting for balanced measures related to maintaining or improving the quality and equity of care, and other statutory or policy goals and objectives. With minimal supervision, independently engages and maintains positive relationships with health care entities to develop systems for data collection, analysis, and reporting. Leverages research methods to measure performance of health care entities against the spending target for the OHCA Annual Report and other public reports. Analyzes health care spending trends and variation, including performing cost driver analyses. Synthesizes qualitative and quantitative findings for public reporting, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Leverages HCAI data assets and other state data in support of OHCA programs as needed. Collaborates with the Health System Compliance Branch as needed to support data analysis related to assessing market consolidation. Serves as the lead subject matter expert on all data OHCA collects and works across HCAI programs to develop complex research concepts related to HCAI programs.</p>
25%	E	<p>Policy Recommendations: Assumes an independent and lead role to develop strategies and methodologies to analyze policies related to slowing health care spending. Critically assesses the academic research and grey literature and evaluates policies and innovation inside and outside of California in order to develop options and recommendations in memos, briefs, and presentations for Executive staff. Serves in a lead role in coordinating with staff in the Health System Performance Branch on policy recommendations pertaining to improving health system performance in California. Provides expert consultative services in the evaluation of critical and sensitive health care policy issues, such as methodological issues pertaining to risk and equity adjustments or data use cases involving the Healthcare Payments Data Program. Work with stakeholders on a variety of issues, including state and national experts, sibling departments, health care entities, and consumer advocates.</p>
5%	M	<p>Miscellaneous: Serves in a lead capacity to facilitate meetings, prepare meeting materials, document program results, prepare and regularly update associated program plans, goals, objectives, and implement changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of more junior team members or interns.</p>
5%	M	<p>Perform other related duties as required.</p>

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**Department of Health Care Access and Information  
(Proposed) Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Research and Analysis Group	
<b>Position Number</b> 441-603-5758-002	<b>Location</b> Sacramento	<b>Telework Option</b> YES, Telework is available for CA residents only, requiring 1 day per month in the office. Additional days may be required depending on business need.
<b>Classification</b> Research Data Specialist II	<b>Working Title</b> Health Policy Researcher	

<b>General Description</b> Under the general direction of the Research Scientist Supervisor I, the Health Policy Researcher independently performs a variety of complex research and data analysis projects related to collection, analysis, and reporting of total health care expenditure (THCE) data, quality and equity performance, and other related topics for the Research and Analysis Group. Coordinates major complex research projects related to the development of spending targets, analysis performance of health care entities against spending targets, and collaborates with staff in the Health System Performance Branch to report on the performance of the health care system.	
<b>Supervision Received</b>	Reports to the Research Scientist Supervisor I, Research and Analysis Group.
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	Requires in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management; ability to get along with a diverse group of people; may be called upon to work for periods exceeding the normal workday or work week.

<b>Job Duties</b>		
E = Essential, M = Marginal		
35%	E	Health Care Spending Target Methodology and Program Design: Supports the development and implementation of approaches to collect, analyze, and report data on total health care expenditures and other supplemental data and information pertaining to health care entities, including but not limited to quality and equity performance. Coordinates with internal and external stakeholders to support the establishment of statewide targets and specific targets by health care sector. Supports the development of adjustment factors which may pertain to data or the target value itself, including for patient health status, quality and equity, geographic costs, and organized labor costs. Analyzes data and information related to historical and projected

trends for economic indicators and population-based measure and spending for Medi-cal, Medicare, and the commercial markets. Prepares policy memos and presentations, including Board materials to support approval of spending target methodologies and establishment of target values.

30%	E	Measurement, Evaluation and Reporting: Evaluates the impact of the spending target in slowing per capita health care spending, while accounting for balanced measures related to maintaining or improving the quality and equity of care, and other statutory or policy goals and objectives. Under the direction of the Research Scientist Supervisor I, engages and maintains positive relationships with health care entities for data collection, analysis, and reporting. Leverages research methods to measure performance of health care entities against the spending target for the OHCA Annual Report and other public reports. Analyzes health care spending trends and variation, including performing cost driver analyses. Synthesizes qualitative and quantitative findings for public reporting, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant and adhere to internal quality assurance processes. Leverages HCAI data assets and other state data in support of OHCA programs as needed. Collaborates with the Health System Compliance Branch as needed to support data analysis related to assessing market consolidation.
25%	E	Policy Recommendations: Assumes an independent role analyzing policies related to slowing health care spending, critically assessing the academic research and grey literature, and evaluating policies and innovation inside and outside of California in order to develop options and recommendations in memos, briefs, and presentations. Coordinates with staff in the Health System Performance Branch on policy recommendations pertaining to improving health system performance in California. Provides expert consultative services in the evaluation of critical and sensitive health care policy issues, such as methodological issues pertaining to risk and equity adjustments or data use cases involving the Healthcare Payments Data Program. Work with stakeholders on a variety of issues, including state and national experts, sibling departments, health care entities, and consumer advocates.
5%	M	Miscellaneous: Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals, objectives, and implements changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of more junior team members or interns.
5%	M	Perform other related duties as required.

#### Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments, and meet deadlines as required.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date