

**Duty Statement**

Classification: Research Data Specialist I	
Working Title:	
Program: Audits and Investigations	
Division: Investigations Division	Branch: Data Analytics & Case Development Branch
Section: Research Section	Unit: Research Unit
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID: _____ Position Number: 806-410-5742-002
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>Under the general direction of the Research Data Supervisor I, the Research Data Specialist I (RDS I) performs complex duties focused on combating provider fraud in the Medi-Cal Program to achieve significant savings and overpayment recoveries for the program. The RDS I must be able to take initiative and work independently; perform research methodology, data mining, ad hoc reporting; must have a working knowledge of SAS or Business Objects; and must proficiently use Microsoft Word, Excel, Outlook, and Power Point. The RDS I must be able to analyze and present Medi-Cal claims data that uncover over-utilization of services, fraud, waste, or abuse in pursuit of improper payment recoveries. The RDS I must have good knowledge of the Medi-Cal fee-for-service and managed care programs and the interaction between the two programs. The RDS I must be able to effectively and sensitively communicate results to upper management via oral presentations and translate raw data into reports that reflect patterns and/or current trends in the utilization of Medi-Cal services. The RDS I must possess excellent writing and presentation skills to deliver reports on research findings and cost impact to the program for stakeholders, upper management, the Health and Human Services Agency, and the Legislature as assigned.</p>	
<p><i>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.</i></p>	

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
50%	Serve as a high-level specialist responsible for independently planning, organizing and conducting extensive healthcare research of Medi-Cal claims data, including fee-for-service, managed care, Child Health and Disability Prevention (CHDP) Program and other health program data to determine over-utilization of services, fraud, waste or abuse. Independently develop and utilize research methodology and techniques to perform complex healthcare research or data mining. Perform statistical data analysis of claims and encounter data, prepare and present technical reports to management, HHSA, and to the Legislature upon request, including recommendations for action. Provide technical expertise on research projects or ad hoc data requests for the Branch and other internal/external stakeholders. Prepare reports using mathematical simulation models of health services utilization to assess the economic impact on the Medi-Cal Program. Prepare, present, and defend findings on program impact through oral presentations and written reports to upper management and stakeholders.
35%	Conduct intensive investigation of claims data to determine patterns of high cost and over-utilization in the Medi-Cal Program upon referral from management or stakeholders. Develop end-user report formats and generate reports from multi-program databases upon Branch, Division, Agency, or Legislative request. Provide technical consultative services to end users including Branch, Department, and State and Federal agency stakeholders. Assist in training on statistical concepts and the interpretation of claims data from the Fiscal Intermediary or various vendors.
10%	Advise the Research Section and Branch staff on the development of new methods of provider and beneficiary analysis.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
5%	Other duties as assigned.
<b>% Of Time</b>	<b>Marginal Functions</b>

**Supervision Received:** Under General Direction by the (enter supervisor classification):  
Research Data 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:**  
 Knowledge of Medi-Cal program and billing policies to apply to claims data reviews.  
 Understanding of Managed Care encounter data for trend analysis.  
 Program Integrity industry knowledge to detect and identify fraud, waste or abuse.  
 Trouble-shoot and/or write basic SAS code or Business Objects queries.

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
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**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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**Duty Statement**

Classification:			
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Program:			
Division:		Branch:	
Section:		Unit:	
Office Location:			
COI Classification:		CBID:	Position Number:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Telework Eligible:		Maximum Telework Days: (generally up to 3 days per week)	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bilingual Position:		Specify Language:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
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<b>% Of Time</b>	<b>Marginal Functions</b>

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\_\_\_\_\_.

**Supervision Exercised: (check all that apply)**

Clerical Staff

Professional Staff

Analytical Staff

Supervisory Staff

Non-Supervisory Classification / None

Technical Staff

Managerial Staff

**Special Requirements:**

Medical Evaluation /Clearance

Background Check / Finger Printing Clearance

Valid Professional License (please specify): \_\_\_\_\_

Typing Certificate

Valid Driver's License

**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: \_\_\_\_\_

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HRD Analyst Signature:

Date:

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Employee Signature:

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Supervisor Name:

Supervisor Signature:

Date: