Department of Health Care Access and Information
Duty Statement

Employee Name	Organization
<Vacant>	Office of Information Services Healthcare Analytics Branch Analytics and Data Section Workforce and Utilization Analysis Team

Position Number	Location	Telework Option
441-537-5758-XXX	Sacramento, CA	Hybrid

Classification	Working Title
Research Data Specialist II	Healthcare Workforce Data Specialist

General Description

The Research Data Specialist II (RDS II) independently analyzes and consults on healthcare workforce related studies of more complex methodology and scope. This involves using statistical methods, established guidelines and technical scientific procedures. Under general direction, the RDS II is a member of the Healthcare Analytics Branch (HAB) team and serves as a team member on public health and healthcare projects for the Workforce and Utilization Analysis Team (WUAT) within the Analytics and Data Section (ADS) and with members of the Department of Health Care Access and Information (HCAI) Office of Healthcare Workforce Development (OHWD). The RDS II will also:

- Analyze healthcare access, utilization, quality, and equity as impacted by healthcare professional workforce shortages.
- Analyze the relationship between provider and patient characteristics, and social drivers of health and healthcare access, utilization, quality, and outcomes.
- Provide consultation to workforce data collection, data standards, measure definitions and measure standards, and data quality.
- Provide evidence-base to inform program planning and actionable opportunities to address workforce related health care improvements. The scope includes analyses of appropriate provider and patient measures, as well as geographic and social drivers of health, and to develop data standards. These analyses are highly sensitive; thus, accuracy and unbiased reporting is critical.
- Serve as a knowledge resource on databases, research methods, reports, analytic products, visualizations using Tableau, and SAS, Python, R, and/or SQL programming.
- Adapt research methods to problems with limited scientific scope, investigates methods for resolving analytical problems, develops new reporting tools, and assesses a variety of healthcare issues, and works as part of a research team.
- Perform innovative integration of complex data sources.
- Collaboratively work with HAB and OHWD team members and investigates the feasibility of new research projects and consults with other staff concerning analytical methods and approaches.

In the HCAI work environment, staff may handle confidential patient data. Specific statutes, regulations, and HCAI policies and procedures govern the collection, storage, disclosure, and use of confidential data. The employee is responsible for the safe and secure handling of this data in compliance with these policies and procedures.

Supervision Received	Under general direction, incumbent reports to the Research Scientist Supervisor II (Epidemiology/Biostatistics), Analytics and Data Section.
Supervision Exercised	N/A

Physical Demands	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.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties
E = Essential, M = Marginal

40%	E	Plan, organize, and conduct analytic studies of moderate complexity 1) to add to the scientific evidence about the impact of healthcare professional shortages on healthcare access, utilization, quality, and outcomes; 2) to determine the relationship between provider and patient characteristics and geographic and social drivers of health on healthcare access, utilization, quality, and outcomes; and 3) to inject cutting edge data science techniques into operational processes. Employ research techniques to analyze healthcare workforce profession levels to understand what factors impact and predict healthcare access, utilization, quality, and outcomes. Provide more complex statistical support in the analysis of survey, administrative, and financial data to ensure valid inferences are made in projects throughout the organization. Ensure projects are implemented to the highest standards and are independently authoritative and rigorous, including choice of appropriate research designs, empirical strategies, model specifications, data management, and peer review. Develop hypotheses and conduct studies to evaluate use cases for health and healthcare improvement. Develop standardized datasets and data products for use publicly, that are appropriately de-identified, and available in multiple settings such as open data portals and public facing websites. Prioritize research according to operational and policy improvements, develop data visualization products and write reports for external publication, including peer-reviewed journals, and other venues as appropriate.
35%	E	Serve as a contributor for creating and implementing a data analytics strategic vision for healthcare workforce data. This work includes developing in-depth knowledge of healthcare workforce data sources and data systems, as well as healthcare utilization data (e.g., healthcare claims or hospital discharge data). Serve as a team member for preparing research protocols and data use agreements. Provide data linkages and integrations that can be used to inform programs and policies directed at improving healthcare access, utilization, outcomes, quality and improving equity. Integrate statistical algorithms, using SAS, Python, R, SQL, and/or other analytic software, and automate processes where practicable. Validate new and established statistical and predictive models, quality of data, and quality of data linkages for use in HAB and OHWD projects. Apply best practices from the fields of informatics and data management to effectively store data in a data warehouse or data lake environment and apply appropriate decision rules. Maintain appropriate data security and data confidentiality practices.
20%	E	Assist management and staff in HAB and OHWD in advising data-driven program, policy, and operational research needs, including developing expertise about HCAI's data assets, health policy research literature, program evaluation, and empirical strategies for causal inference. Provide input to and guidance for the HAB analytics portfolio and plan as it pertains to the healthcare

		professional workforce, including participating in related stakeholder engagement and assimilating internal and external customer feedback into research and data product strategies and plans. Use expert knowledge of disparate data sources, SAS, Python, R, and/or SQL programming, and data visualization tools (such as Tableau and Power BI) to prepare reports and aggregate data for healthcare stakeholders. Assure that aggregate data are properly de-identified.
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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.

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Employee Signature/Date

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Supervisor Signature/Date