

Department of Health Care Access and Information

Duty Statement

Employee Name <Vacant>	Organization Office of Health Workforce Development Research and Evaluation Branch	
Position Number 441-212-5740-XXX	Location Sacramento	Telework Option Hybrid (remote-centered)
Classification Research Data Manager	Working Title Research and Evaluation Branch Chief	

General Description	
<p>The Research Data Manager (RDM) serves as Chief of the Research and Evaluation Branch within the Office of Health Workforce Development (OHWD). The RDM directs the work of the Research Data Center Section and the Monitoring and Evaluation Section; leads OHWD efforts for planning, organizing, developing, and delivering health workforce research projects; oversees all data management, analysis, and research functions for the office.</p> <p>The RDM leads the implementation of monitoring and evaluation of HCAI’s workforce development programs; drives the ongoing development of HCAI’s health workforce research agenda; contributes primary leadership to the ongoing implementation, program operations, and collaborative governance of the HCAI Health Workforce Research Data Center (HWRDC), and collaboration with all HCAI programs administering health workforce data functions.</p> <p>As a member of the OHWD leadership team, the RDM takes an active role in developing and implementing OHWD’s strategic direction to meet its mission and realize its vision for health workforce development in California.</p>	
Supervision Received	Reports to the Deputy Director of Health Workforce Development.
Supervision Exercised	Directly supervises managers, supervisors, researchers, and professional staff.
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 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, staff, consultants, and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week; may require travel throughout California as necessary.

Job Duties	
E = Essential, M = Marginal	
40% E	<p>Strategic, Operational, and Business Planning: Plan, manage, and provide critical oversight and direction on highly complex research and data projects, including qualitative and quantitative analysis, data visualizations, conceptual and analytical models, surveys, health workforce supply and demand model, and trends important to the health workforce. Ensure that all statutory requirements requiring research support and reporting are satisfied in a timely and thorough manner. Advance HCAI’s mission of public transparency and supporting informed healthcare decisions by creating and disseminating health workforce research and data analysis in accordance with department standards. Coordinate with the OHWD leadership team to develop operational plans in support of HCAI’s strategic plan. Provide oversight in the maintenance, improvement, and promotion of innovative workforce modeling and ensure that advanced methodology allows for HCAI to become the leader in health workforce research and evaluation.</p>

30%	E	Data Governance and Coordination: Serve as a senior leader representing health workforce issues for the HCAI Data Analytics Governance Program, working closely with HCAI’s Chief Analytics Officer, and the Office of Health Care Affordability Research Manager, to ensure strategic alignment, efficient use of HCAI’s enterprise data resources, consistency in methods and measures, adherence to standards, and a shared research agenda for health workforce that furthers the goals of the department. Oversee the design, implementation, and maintenance of California’s medical service study area geographies and the statewide rational study areas used in various health services research applications. Represent HCAI in a variety of collaborative workforce stakeholder committees, councils, work teams, task forces, and ad hoc groups as assigned. Provide and review content needed for collaborative meetings, including executive leadership, external stakeholders, and public meetings. Develop and make formal presentations regarding health workforce studies and data products during specialized meetings, at conferences, and focus group sessions. Provide subject matter expertise and technical assistance to stakeholders (i.e., government agencies, employers, advisory and advocacy groups) on health workforce research and data products.
20%	E	Staff Oversight and Development: Oversee the preparation of hiring and recruitment packages and ensure hiring and recruitment is done according to HCAI policies. Monitor staff’s adherence to state, departmental, and programmatic policies. Monitor employee performance and provide guidance on supervisory best practices to any subordinate. Prepare and review probationary reports and annual performance appraisals. Provide mentorship, coaching, and professional development opportunities to all managers and staff in the branch.
5%	M	Monitor workforce research through publications and conferences to remain current on research methodologies and recent trends related to the health workforce.
5%	M	Perform other duties as assigned.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to following best practices and applying department-wide standards throughout the organization.
- 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 initiating work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- 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.
- 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.

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