



# Duty Statement

Classification: **Research Scientist II (Epidemiology/Biostatistics)**

Position Number: **275-172-5582-001**

HCM#: **7557**

Branch/Section: **Health Policy and Benefits Branch / Clinical Policy and Programs Division / Clinical Policy and Programs Section**

Location: **Sacramento, CA**

Working Title: **Research Scientist**

Effective Date: **September 1, 2024**

Collective Bargaining Identifier (CBID): **R10**

Supervision Exercised:  **Yes**  **No**

Telework:  **Office-Centered**  **Remote-Centered**  **Not Eligible**

The Health Policy and Benefits Branch (HPBB) oversees the CalPERS' health benefits program, including health policy research, health plan contracting and administration, member enrollment and eligibility, and the long-term care program. HPBB provides superior service in the delivery of affordable, quality health care. CPPD oversees the clinical policy aspects of the health plan medical administrators and provides technical guidance to CalPERS, Board of Administration (Board), Pension and Health Benefits Committee (PHBC), and Senior and Executive Staff regarding the CalPERS Health Benefits Program. Clinical Policy and Programs Division (CPPD) develops and monitors clinical policy with the CalPERS Self-Funded Preferred Provider Organization (PPO) plans, Health Maintenance Organization (HMO) plans, and Pharmacy Benefit Manager (PBM). CalPERS provides health benefits through negotiated contracts with various health care organizations that provide the administration of the benefit programs through HMOs and PPOs.

The Health Innovation and Pilot Performance (HIPP) in CPPD provides research and evaluation capabilities and serves as an innovation developer responsible for testing new concepts in the health field, while evaluating and assessing product performance in the market. HIPP using scientific methods analyzes CalPERS data to provide new insights related to the present and future needs of the CalPERS population. HIPP strives to create or transform health products and offerings to CalPERS members to increase health care efficiency, quality, access, transparency, and affordability.

Under general supervision from the Research Scientist Manager, HIPP, the Research Scientist II performs the following duties including, but not limited to:

## Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

- 40% Onsite<sup>1</sup> and virtually, works with the HPBB Divisions and the health plans on proposed innovations related to health care programs, products, and services. With input from the supervisor and other HIPP team members, plans, designs, and conducts moderately complex epidemiological and biostatistical scientific research studies on the impact new or proposed health programs. Acts as a lead for health care benefit designs, health care programs, products, and/or services. Conducts literature reviews, oversee, and evaluates epidemiological and biostatistical projects; prepares verbal and written reports and presentations to educate management and stakeholders on research findings and recommendations. Consults with medical team members, financial team members, legal team members, contractors, university researchers, and independent experts to support the design and implementation of major studies relevant to HPBB's mission. Serves as a subject matter expert for topics related to initiatives and projects conducted by HIPP.
- 25% Onsite and virtually, uses qualitative and quantitative epidemiological and biostatistical research and statistical methods to conduct analyses and research studies that determine proposed or empirical effectiveness of health care interventions. Conducts complex statistical analyses of health care administrative data using advanced statistical software or programming languages, such as SAS or R. With other HIPP team members, oversees multi-faceted evaluation of existing or proposed program interventions and presents recommendations to team members and management verbally and/or in writing that are accepted as authoritative. Conducts post-implementation evaluation by analyzing performance measures against expected results to determine the success of the implemented program, product, or service and provides results to management and stakeholders.
- 15% Onsite and virtually, with guidance from other HIPP team members performs quantitative and qualitative epidemiological and biostatistical scientific analysis and develops recommendations for team members and management's consideration. Establishes metrics and assessment processes, shares test results, and proposes product modifications with management, executives, and stakeholders. Documents and validates results of programs, and recommends implementation or discontinuation of programs, products, or services. Reviews, categorizes and documents health pilot projects in a centralized directory ensuring consistency, completeness, and comprehensiveness of innovation records, using Excel or other spreadsheets and databases.
- 10% Onsite and virtually, prepares formal issue memoranda, plans summary documents, and creates CalPERS Board of Administration Agenda Items to propose new, or modifications to, health plan designs. Presents findings and recommendations to the CalPERS Pension and Health Benefits Committee, CalPERS executives, CalPERS management, other State agencies, professional organizations, and other interested external parties.

- 5% Onsite and virtually, with direction from the HIPP supervisor and fellow HIPP research scientists, writes and publishes white papers (an authoritative report or guide that informs readers concisely about a complex issue and presents the issuing body's philosophy on the matter which is meant to help readers understand an issue), or makes a decision on implemented programs, services, or products and research studies.
- 5% Onsite and virtually, other duties as directed by CPPD/HIPP's management team and that are appropriate for this classification.

**Working Conditions**

- <sup>1</sup> This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Various time-critical assignments are part of the typical workload.
- Occasional travel is required.
- This position requires the incumbent maintain consistent and regular attendance and adhere to policies and procedures regarding attendance, leave, and conduct.

**Conduct, Attendance and Performance Expectations**

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

**Employee Name (Print):**

**Employee Signature:** \_\_\_\_\_ **Date:**

I certify that the above accurately represent the duties of the position.

**Supervisor Signature:** \_\_\_\_\_ **Date:**