

**PROPOSED**

Department of Health Care Access and Information

**Duty Statement**

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Information Services Healthcare Analytics Branch Healthcare Data Resources Unit	
<b>Position Number</b> 441-537-5737-XXX	<b>Location</b> Sacramento, CA	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Data Supervisor II	<b>Working Title</b> Healthcare Data Resources Supervisor	

<b>General Description</b> Incumbent plans, organizes, directs and supervises the work of the staff in the Healthcare Data Resources Unit (HDRU). This unit is responsible for producing, testing and disseminating data sets, statistical data products, and GIS products. It is also responsible for preparing custom analysis of Department of Health Care Access and Information (HCAI) financial, utilization healthcare workforce, claims, and patient-level data in response to queries from within and outside of HCAI. Additionally, HDRU receives, handles and processes requests for both public use and confidential use of HCAI data, and develops reports and new data products such as healthcare quality indicators for dissemination to the public. HDRU also prepares and gives presentations to stakeholders such as advisory committee public meetings.  In the HCAI work environment, staff may handle confidential patient data. Specific statutes and 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.	
<b>Supervision Received</b>	Under general supervision, incumbent reports to the Research Scientist Manager (RSM), Healthcare Analytics Branch (HAB).
<b>Supervision Exercised</b>	Supervises one (1) Research Data Specialist I position, one (1) Associate Governmental Program Analyst position, and three (3) Research Data Analyst I positions.
<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 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.
<b>Job Duties</b> E = Essential, M = Marginal	

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35%	E	Supervise, train, develop and evaluate the work performance of each of the unit's staff one (1) Research Data Specialist I position, one (1) Research Data Analyst II position, and three (3) Research Data Analyst I positions. Direct HDRU staff in the following functions: Respond to data information needs of customers from the public and private sectors; provide assistance to the healthcare industry, consumers, governmental agencies, and other data and information users on the application and availability of healthcare information and data and provide timely response to requests for information from data users. Review and recommend for approval, under advisement of the Chief Information Officer, Legal Office, Risk Management Officer, and Information Security Office, requests for confidential healthcare workforce, limited claims data, and patient data on a case-by-case basis. Supervise the creation of custom data extracts in response to approved data requests. Oversee, collaborate, and review work performed by HCAI contracted vendors and consultants. Collaborate with partner Departments and Agencies in matters related to the use of and release of HPD data, including working with their review committees. Act as liaison in developing Interagency Agreements and Business Use Case Proposals with other state agencies for their use of HPD data and HCAI use of their health care data, and to oversee contracts and agreements to execute these data exchanges. Maintain appropriate data security and confidentiality practices. Serve as a working Supervisor providing data release services to internal and external customers as needed.
25%	E	Supervise, train, develop and evaluate the work performance of each of the unit's staff on analysis methodology and design, the conduct of analyses using HCAI data assets, the development and production of data products, such as data visualizations, the interpretation and application of analytic results, the development of web content and analytic reports, and the engagement of stakeholders and customers resulting from data and analytics published by the Unit. Supervise adherence to all HCAI style guide and product standards. Participate in and contribute to all aspects of developing, implementing, and managing the annual HAB analytic plan.
20%	E	Provide program oversight for HDRU. Develop and recommend policies and procedures to assure the effective and efficient operation of the Section's timely dissemination of various products to meet current and future needs of HCAI, the healthcare industry, and the public. Initiate changes and make adjustments to internal operations as needed to meet identified policies, goals, and objectives. Adhere to all policies and procedures regarding Management performance and behavior expectations. Supervise members of the unit in adhering to policies and procedures regarding employee performance and behavior expectations. Actively contribute to the maintenance of a positive, collaborative, professional work environment within the Unit, HAB, OIS and Department.
15%	E	Assist with using enterprise technologies to contribute to data analyses and product design. Analyze legislation affecting HCAI's data collection and reporting functions. Assist in developing regulations, bill analyses, budgets, training plans; and supervise members of the unit in their work on regulations, bill analyses, budgets, training plans. Assist in delegating and/or performing custom data requests as needed. Assure that aggregate data are properly de-identified. Develop and maintain computer applications to track, monitor, and compile product inventory and information for workload management, marketing, and outreach planning.
5%	M	Perform other related duties as required.

### Other Expectations

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

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- 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.

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**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