

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Health Workforce Development Research and Evaluation Section Research Data Unit	
Position Number 441-212-5734-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Supervisor I	Working Title Research Data Unit Chief	

General Description

The Research Data Supervisor (RD Sup) I is the Manager of the Research Data Unit within the Office of Health Workforce Development (OHWD). The RD Sup I ensures effective data collection and support for the health workforce grant programs within OHWD and oversees the work products of the unit, including reports, dashboards, and data products. The RD Sup I will lead data analysis and reporting efforts, including data collection, analysis of quantitative and qualitative data, and reporting of data internally and externally. The RD Sup I is responsible for a broad range of supervisory duties associated with research activities and special projects for the team. The RD Sup I is also responsible for developing strategies for process improvement, quality assurance, and data strategies for the unit. The RD Sup I will lead efforts to support the office with various data needs.

Supervision Received	Under general direction, reports to the Research Data Supervisor II
Supervision Exercised	The RD Sup I provides leadership and guidance to the Research Data Unit staff, including direct day-to-day supervision of Research Data Analysts and Research Data Specialists.
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	Required prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Hours of work to cover business hours of 8:00 a.m. to 5:00 p.m.

Job Duties

E = Essential, **M** = Marginal

30% **E** **Program Data Collection and Support**

Oversee and lead activities related to the collection of program data. Ensure health workforce grant programs are collecting consistent data across the portfolio of programs. Ensure data that are fundamental to health equity are included in data collection. Align data collection efforts with program evaluation plans and OHWD workforce research plans. Oversee the development of data collection tools in different software systems such as Qualtrics and Microsoft Dynamics. Lead user acceptance testing of data collection tools and data reporting dashboards. Manage the extraction and reporting of these data to internal and external stakeholders, and ensure the data are of the highest quality. Participate on project teams to incorporate data collection and evaluation measures for new workforce programs.

30% **Data analysis and reporting**

Oversee and lead the development of maps, visualizations, presentations, and ad hoc projects to various audiences (internal and external). Conduct data analyses and develop legislative and other reports. Develop grant application scoring methodology and data collection, standardization,

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and reporting. Utilize Tableau, SAS, ArcGIS, Qualtrics, PowerPoint, and Excel for developing programs' annual reports, surveys, data analyses, data visualizations, tables, maps, flyers, and dashboards to display workforce and program data. Review all documentation, analyses, evaluation outcomes, data visualizations, dashboards, and other data products, legislative (and other) reports, presentations, and additional staff work.

20% E **Staff Oversight and Development**

Provide leadership and direction for a team of research data positions. Prioritize workload for the team and ensure project deadlines are met. Oversee the preparation of hiring and recruitment packages and ensure hiring and recruitment are done according to HCAI policies. Monitor staff's adherence to state, federal, departmental, divisional, and programmatic policies. Monitor employee performance and provide mentoring and training opportunities to optimize team performance. Prepare probationary reports for new employees and annual performance appraisals for continuing employees. Ensure appropriate training for staff on program topics and software applications. Implement new human resources policies and procedures as required by OHWD, HCAI, and CalHR.

15% E **Stakeholder Engagement**

Work with a wide variety of internal and external stakeholders on data collection and program evaluation design, including state agencies, local agencies, and private partners. Ensure stakeholder subject matter expertise is systematically documented and reflected in work products. Present to a wide variety of stakeholders on HCAI's efforts around consistent data collection and program evaluation.

5% M Perform other duties as assigned

Other Expectations

- 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.

Employee Signature/Date

Supervisor Signature/Date