

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-510-5742-909</b>
Classification: Research Data Specialist I	Tenure/Time Base: Permanent / Full Time
Working Title: Cost Containment and Compliance Specialist	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Operations / Federal Grant Management Section / Federal Grant Estimate and Settlement Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Federal Grant Management Section, the incumbent is part of a team that ensures the integrity and accountability of Women, Infants, and Children (WIC) food grant expenditures.

The incumbent works under the general direction of the Chief, Federal Grant Estimate and Settlement Unit, Staff Services Manager I (SSM I). The Research Data Specialist I (RDS I) is responsible for the research and analysis of vendor peer group pricing for Electronic Benefit Transfer (EBT) redemption data for the purpose of managing the food grant for the WIC Program and identifying potential program abuse. Ensuring that the WIC Program meets the United States Department of Agriculture's (USDA) standard for cost containment and compliance with federal regulations regarding vendor cost neutrality. Evaluate redemption data from the EBT system of benefit issuance, identifying relationships and trends in order to provide recommendations for adjustments to vendor reimbursement rates. Additionally, incumbent will perform complex financial modelling and regression analysis for completion of the food forecast model, projecting annual food grant expenditures for the WIC Program for monthly grant reporting to USDA and for completion of the semi-annual Governor's Budget Estimate. This position requires a comprehensive understanding of statistical, research, and mathematical methodologies and techniques; as well as business intelligence software applications.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

- 45% The RDS I work in collaboration with the Cost Containment and Projection Specialist (RDS I) within the Federal Grant Estimate and Settlement Unit (FGESU) to monitor weekly changes in vendor reimbursement rate calculations for WIC EBT transactions, recommending manual adjustment to rates when indicated necessary and allowed by State regulations. Extract, compile, and analyze paper food instrument and EBT transaction redemption data using statistical methods to identify trends in redemption that affect reimbursement rates for WIC foods. Develops defensible estimating methodologies incorporating variables of redemption, shelf price data, and commodity market forecasts to quantify the fiscal impact of policy decisions, initiatives, and new regulations on program costs. Consult with representatives from several branches of the division to consider fiscal, food policy, vendor compliance, participant access, state administration, and IT implications in making decisions regarding reimbursement rates. Consult with State WIC Director and several branch staff in developing the division's cost containment plan that is required for certification every three years by USDA which includes the evaluation of

the validity of vendor reimbursement methodology in the state's current economy. Prepare technical reports that provide support for program cost-containment recommendations. Work with staff to create statistical analyses and evaluation methods to research program outputs and outcomes.

- 15% Work closely with WIC Program staff, management, and external stakeholders to gather information, create reports, facilitate, and attend meetings, and answer requests from internal and external stakeholders. Prepare technical reports for Branch management as requested. Present information to management and staff for planning and policy decisions. Provide subject matter expertise and fiscal analysis to workgroups discussing peer grouping, competitive price criteria, and food package composition.
- 15% Provide subject matter expert review and analytical interpretation of proposed changes to vendor and food delivery regulations or any other WIC projects that require fiscal analysis and input. Serve as the WIC Program expert on oversight of the design and analysis of responses to requests for vendor redemption data from other sections within WIC, Agency, the Governor's office, or other authorized entities.
- 10% Serve as fully trained back-up to the Cost Containment and Projection Specialist on the operation of the Food Forecast Model that CA WIC uses to forecast its monthly food expenditures for inclusion in the 798 Report to USDA. Provide support on review and modifications to the Food Forecast Model for the Cost Containment and Projection Specialist to ensure compliance with federal regulations regarding minimum food expenditures and ensure projected expenditures do not risk exceeding food grant or rebate revenue. Serve as back-up for consultation and communication with upper management and WIC branch staff on the status of actual and estimated food expenditures.
- 10% Serve as fully trained backup for the Cost Containment and Projection Specialist on presentations of the food forecasts and other reports to management within WIC and other control agencies. Serve as fully trained backup on WIC Program food expenditures and all the factors that drive the forecast such as participation, caseload, food cost, inflation, and rebates.

### **Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By:

Date: