

**Department of Health Care Access and Information  
(Proposed) Duty Statement**

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Research and Analysis Group	
<b>Position Number</b> 441-603-5643-001	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid.
<b>Classification</b> Research Scientist Supervisor I (E/B)	<b>Working Title</b> Manager, Research and Analysis Group	

<b>General Description</b>	
<p>Under the general direction of the Research Scientist Manager, the Research Scientist Supervisor I (Epidemiology/Biostatistics) serves as the Manager for the Research and Analysis Group within the Office of Health Care Affordability (OHCA). Independently and by coordinating a team of researchers, this position plans, organizes and directs highly complex research and analyses of a broad scientific scope and provides technical and strategic guidance on OHCA's analytic agenda; assesses the impacts of spending targets and interventions to slow spending growth with consideration for access, quality and equity, and workforce stability; and engages stakeholders and partner organizations, and performs a variety of administrative duties related to program activities.</p> <p>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.</p>	
<b>Supervision Received</b>	Reports to the Research Scientist Manager , Health Care Spending Targets Branch
<b>Supervision Exercised</b>	Supervises Research Scientist III (1), Research Data Specialist II/III (6)
<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 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.
<b>Job Duties</b>	
E = Essential, M = Marginal	
25%	<p>M                    <b>Health Care Spending Target Methodology and Reporting</b> Supervises production of statewide and/or sector health care spending targets methodology, assessments of health care entity performance in relation to spending targets, and other complex analyses and topical reports with high policy impact. Supervises OHCA's research and analysis activities necessary for the Health Care</p>

Affordability Board (HCAB) and OHCA to develop and establish health care spending targets, risk adjustment methodologies, equity adjustments for social drivers of health, and adjustments for organized labor costs. Manages activities for measurement and reporting data on performance of health care entities, including levels of reporting (e.g., market), procedures for statistical confidence, and use of Healthcare Payments Data (HPD) for cost trends and cost driver analyses. Synthesizes input from HCAB and related advisory committees and workgroups, HCAI and OCHA staff, contractors, and other public stakeholders to develop, implement, update and maintain health care spending target methodologies. Coordinates with OHCA leadership, and other HCAI staff to communicate recommendations to the HCAB for discussion and/or approval.

25% M

**Supervision and Administration**

Supervises research, analytic and technical staff in the development of methodologies for spending targets, collection of data from health care entities, and assessment of performance of health care entities against spending targets. This includes providing direction and staff development in research design, statistical procedures and analyses, and preparation of analytical products for internal and external reporting. Manages program policy analysis, development, and implementation related to spending targets, as well as analyzing pending legislation, supporting budget change proposals, and responding to legislative and budget inquiries. Facilitate a cohesive, cooperative, and creative work unit to maximize office productivity and individual job satisfaction. Evaluate the performance of employees to ensure acceptable job performance, including identification of required skills needed to meet and exceed job requirements. Manage a variety of administrative duties related to program activities, including but not limited to personnel, contracts, budgeting, and procurement.

20% E

**Stakeholder Engagement**

Under general direction of the Research Scientist Manager, and in coordination with OHCA branches, engages and maintains positive relationships with health care service plans, health insurers, hospitals, provider organizations, organized labor, consumer advocates, and other stakeholders to gather input and recommendations. Engages HCAI and OCHA staff, contractors, experts from state and national collaboratives, and other relevant stakeholders. Participates in HCAB, Advisory Committee, and related subcommittees and meetings as needed and maintains positive relationships with committee members. Coordinates with division program staff and other stakeholders to ensure successful outcomes.

20% M

**Provide Analytic Support Across OHCA**

Use HCAI data assets to contribute highly technical research, data analyses and evaluations on health care spending, cost drivers, equity, primary care, affordability and other related health care topics. Provides statistical expertise in the analysis of survey, health care claims and administrative data to ensure valid inferences are made.

10% E

**Represent OHCA and HCAI**

Present scientific research findings at national and state professional meetings and academic conferences to promote the work of HCAI in slowing health care spending growth and promoting equitable access to high quality health care. Represent HCAI on state and national governmental and non-governmental committees with health care cost and quality agendas.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- 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.

\_\_\_\_\_  
Employee Signature/Date

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Supervisor Signature/Date

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<b>General Description</b>	
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20% E

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