

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name VACANT	Organization Office of Health Workforce Development Research and Evaluation Branch Data Support Unit	
Position Number 441-212-5758-008 (R01)	Location Sacramento	Telework Option Hybrid
Classification Research Data Specialist II	Working Title Workforce Research Specialist	

General Description

The Workforce Research Specialist is a highly skilled practitioner and advisor who serves as a prime healthcare workforce researcher and innovator for the Department of Healthcare Access and Information’s (HCAI) executive leadership and decision-making bodies. Lead responsibility for planning, organizing, and conducting major healthcare research projects related to the healthcare workforce and education. Leads the development of reports summarizing outcomes and, when required, presents the information to executive leadership or decision-making bodies. Assists in the development and maintenance of models for supply and demand within the healthcare workforce. Works with external organizations to develop data-sharing agreements and is a subject matter expert on data provisioning and validation.

Conducts healthcare research projects utilizing a variety of research methods. Utilizes a variety of software packages to conduct research including but not limited to SAS Enterprise Guide, Tableau, Qualtrics, and Esri ArcGIS. Analyzes qualitative and quantitative data and understands survey design as well as best practices for a variety of data collection processes. Works with the Office of Health Workforce Development (OHWD) management, departmental staff, legislative bodies, governmental entities, commissions, stakeholders, and other customers and serves on healthcare workforce planning advisory bodies, ad hoc groups, and other work teams to ensure research is relevant and accurate.

Supervision Received	Will report to the Research Data Manager
Supervision Exercised	NA
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.

Job Duties

E = Essential, M = Marginal

- 40% E **Data Validation and Provisioning**
Liaise with various state organizations to identify, collect, analyze, and report on healthcare workforce data. Create data models to guide data collection activities. Apply research methods to normalize data. Develop logic checks to ensure data accuracy. Liaise with HCAI’s Information Technology Services Division to ensure data models, normalization, and logic checks are appropriately automated.

- 30% E **Health Workforce Research**
Plans and implements research protocol to study healthcare workforce trends, identify opportunities to increase the number of providers in areas of unmet need, and/or support the inclusion of under-

represented minorities in the healthcare workforce through new programs or changes to existing programs. Collaborates with OHWD's Policy Team and/or subject matter experts to define and plan research projects and identify appropriate research protocols and methods. Protocol includes the assessment of research methods, identification of appropriate data and/or data collection tools, and development of a research project plan. Research methods may consist of forecasting, statistics, surveys, and focus group techniques. Perform the most complex research. Act in a lead capacity, directing the work of others in completing the research. Develop reports and presentations summarizing findings for decision-makers.

Utilizes 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. Reviews all documentation, analyses, evaluation outcomes, data visualizations, dashboards, and other data products, legislative (and other) reports, presentations, and additional staff work.

- 20% E **Development of Data Visualizations and Public Facing Datasets**
Develops original data visualizations that will be displayed to the public which inform stakeholders on the supply, demand, and educational capacity of the health workforce in California. Gathers stakeholder input and uses it as a key input in determining how to create informative data visualizations. Utilizes Tableau to develop dynamic dashboards which will be displayed on OSHPD's website. Develop subject matter expertise on de-identification guidelines and create a schedule for refreshing and displaying key public-facing datasets. Respond to public inquiries for health workforce data and create products to satisfy data requests that adhere to California's Health and Human Services De-Identification Guidelines.
- 5% M Monitors workforce research through publications to remain current on research methodologies, evolving standards, and recent trends related to the health workforce. Serves as a Data Steward for HCAI.
- 5% M Performs 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