

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name VACANT	Organization Office of Health Workforce Development, Research and Evaluation Section	
Position Number 441-212-5731-007	Location Sacramento	Telework Option Hybrid
Classification Research Data Analyst II	Working Title Workforce Analyst	

General Description	
<p>The incumbent will perform technical research and statistical work in developing healthcare workforce and education trends in California for the Healthcare Workforce Development Division, as well as providing data support for OHWD. Incumbent has responsibility for the development and employment of research methodology and techniques; implementing research projects; gathering, compiling, editing, and interpreting quantitative data; developing, testing, implementing, and monitoring systems and procedures to assemble and structure the necessary data. The incumbent may act as a team leader or coordinate the efforts of representatives of various governmental agencies on larger projects and work on multidisciplinary teams. The incumbent will use appropriate computer software (e.g. Excel, Word, SAS, Tableau, Python, ArcGIS) to analyze and display data, develop reports, and present information at meetings and conference workshops.</p>	
Supervision Received	Reports directly to the Research and Evaluation Section Chief
Supervision Exercised	None
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	Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of OSHPD. Some travel may be required.

Job Duties

E = Essential, M = Marginal

- 40% M **OHWD Data Support:** Under general direction, assists with efforts to plan and implement research protocol to study health 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 health workforce through new programs or changes to existing programs. Collaborate with OHWD’s Health Workforce Grants and Policy sections and/or subject matter experts to define, plan, and provide data to support the data needs of the Office. Develop and implement grant-scoring methodologies. This 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 include forecasting, statistics, surveys, and focus group techniques. Develop reports and presentations summarizing findings for decision-makers.

- 20% M **Miscellaneous Research Requests:** With moderate oversight, execute analyses using statistical and analytic software such as SAS, Excel, Python, Tableau, and ArcGIS. Example tasks may include creating custom data files, linking RDC data with other research databases, and evaluating the statistical significance of trend data. Respond to data requests from OHWD management and other stakeholders for customized data analyses to assist in health workforce policy development efforts. Advise data requestors on the availability and appropriate use of HCAI data. Work with data requestors to clarify

their research questions. Respond to advisory committee and other stakeholder inquiries regarding healthcare workforce and education research information. Develop workload procedures and processes.

20% M **Data Management:** Produce and maintain metadata (documentation) for necessary data sets collection including purpose, and process for collection, classifications used, appropriate applications, responsible units, and contact persons, map projections, and other metadata in compliance with HCAI standards. Develop data dictionaries, workload procedures, and processes. Create custom data requests and coordinate with internal stakeholders for release.

15% M **Data Validation and Provision:** 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. Liaise with OSHPD's Information Technology Services Division to ensure data models, normalization, and logic checks are appropriately automated. UAT testing of new products and features of the Research Data Center.

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