

**PROPOSED**

**Department of Health Care Access and Information  
Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Information Services Healthcare Analytics Branch Analytics and Data Section	
<b>Position Number</b> 441-537-5651-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Research Scientist Supervisor II (Epidemiology/Biostatistics)	<b>Working Title</b> Research Scientist Supervisor II (Epidemiology/Biostatistics)	

<b>General Description</b> <p>Under broad administrative direction, the Research Scientist Supervisor II (Epidemiology/Biostatistics) (RSS II) (E/B) functions with a high degree of independence and autonomy and occupies one of the higher-level health policy positions in the Department of Health Care Access and Information (HCAI). The incumbent is proactive and articulate in addressing relevant healthcare and provider quality-related issues in a variety of public forums. The RSS II (E/B) directs the highly visible Analytics and Data Section (ADS) in the Healthcare Analytics Branch (HAB), which is charged with publicly disseminating reports and data visualizations on healthcare cost and utilization and health workforce to inform health policy. The RSS II is also charged with overseeing a data-auditing program focused on improving the quality of patient level data received by HCAI's Patient Data Section. Additionally, the RSS II oversees a public liaison function for custom data analysis requests as part of HCAI's data dissemination function.</p> <p>The RSS II (E/B) possesses unique scientific expertise in the areas of health services research and population health and independently makes science-based assessments to guide program decisions. The RSS II (E/B) is responsible for developing and implementing a research agenda around healthcare cost, quality, and utilization to support health policy decision-makers, government officials, health care providers, health care purchasers, and consumers. Goals include reducing healthcare costs, evaluating patient access barriers, and identifying geographic and demographic inequities in healthcare delivery and outcomes.</p> <p>The RSS II (E/B) conceives, plans, and conducts scientific research of statewide scope on various areas of health care that are complex and often unexplored. The development of quality assessment tools routinely involves balancing varying levels of uncertainty regarding the accuracy of such metrics with the interests of healthcare providers and other stakeholders who may share conflicting views of extreme intensity. The RSS II interprets ADS analyses for the media, statewide professional societies, healthcare executives, and other stakeholder groups and presents original scientific research at state and national research forums when possible.</p> <p>In the HCAI/HAB work environment, staff may handle confidential patient data. Specific statutes, regulations, 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>	Under broad administrative direction, incumbent reports to the Healthcare Analytics Branch Chief (Research Scientist Manager).
<b>Supervision Exercised</b>	Supervises and provides guidance and direction to one (1) Research Scientist Supervisor I (S/B), three (3) Research Data Specialist II, and two (2) Research Data Analyst II positions.

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<p><b>Physical Demands</b></p>	<p>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.</p>									
<p><b>Typical Working Conditions</b></p>	<p>Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.</p>									
<p><b>Job Duties</b>  <b>E = Essential, M = Marginal</b></p> <table border="0"> <tr> <td data-bbox="99 772 162 802">35%</td> <td data-bbox="224 772 243 802">E</td> <td data-bbox="347 772 1523 1583"> <p>Using independent science-based judgment and unique scientific expertise in healthcare quality measurement, health equity, and population health, plan and direct staff and contractor preparation of analyses, reports, and visualizations that use healthcare claims and patient-level data collected by HCAI, along with health workforce data housed at HCAI. Creation of healthcare utilization and cost reports requires original, independent decision-making on complex problems in the areas of risk assessment and statistical association. Oversee the development of new statistical approaches to assessing the quality of patient level and healthcare claims data, manages audits of patient data, and works with the managers of the Patient Data Section, the Enterprise Data Operations Branch, and the Enterprise Information Management Branch to implement data quality improvement initiatives. Oversee the development of hypotheses and studies to evaluate use cases for health plan and healthcare improvement and access to quality and equitable healthcare services. Along with the HAB Management Team, develop the HAB analytics portfolio and plan. Provide guidance to staff on implementation of the portfolio. Prioritize research according to operational and policy improvements, and write reports for external publication, including peer-reviewed journals, and other venues, as appropriate. Oversee staff use of analytic programming (such as SAS, R, Python, SQL, etc.) and visualization software (such as Tableau or Power BI) to create analyses and dashboards, graphics, and tables to clearly communicate results. Present research findings to stakeholder groups. Consult with researchers, clinicians, hospital representatives, health plans, governmental agencies, and statistical consultants on the development and modification of statistical methodology and healthcare quality, access, equity, and cost measures. Provide consultation and interpretation of findings and methods to HCAI divisions and directorate. Develop materials, interpret analyses, and frame policy issues for internal and external stakeholders.</p> </td> </tr> <tr> <td data-bbox="99 1598 162 1627">15%</td> <td data-bbox="224 1598 243 1627">E</td> <td data-bbox="347 1598 1523 1837"> <p>Supervise and provide guidance and direction to staff and contractors. Monitor and approve staff attendance/leave, conduct annual performance appraisals, and initiate and approve training and development plans. Develop and revise duty statements, oversee recruitment and hiring, ensure training and competency among staff, and provide guidance and direction to staff. Evaluate work performance of staff and provide available resources for continued learning. Review work products created by staff and contractors. Develop and monitor contract work orders to assure deliverables are well-defined and completed on time.</p> </td> </tr> <tr> <td data-bbox="99 1852 162 1881">15%</td> <td data-bbox="224 1852 243 1881">E</td> <td data-bbox="347 1852 1523 1948"> <p>Provide oversight and guidance to staff who perform custom data analysis services for the public. Serve as a liaison with HCAI’s Communications and Planning Office on data-related requests from the media. 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10%	E	assurance that data released to the public or external stakeholders is in aggregate form and adequately de-identified. Serve as the HAB “Supervisor Data Deidentification Expert” to review data products and reports for compliance with the HCAI Data De-Identification Guidelines.
10%	E	Provide subject matter expertise for HCAI committees and boards, including the Healthcare Payments Data (HPD) Program Advisory Committee, the HPD Data Release Committee, the Office of Health Care Affordability, and the Health Workforce Education and Training Council. Engage national entities including the federal Agency for Healthcare Research and Quality and the National Association of Health Data Organizations to better align with national initiatives. Serve as a liaison with external stakeholder groups, such as the California Conference of Local Health Officers and the California Conference of Local Health Data Managers and Epidemiologists. Engages state and nationally recognized clinical and statistical experts for vetting of methodological approaches.
10%	E	Serve as a subject matter expert and liaison with CalHHS Agency around data deidentification healthcare cost, utilization, quality, and data transparency. Support the Office of Information Services in publishing data on the CalHHS Open Data Portal. Serve as HCAI expert for the CHHS Let’s Get Healthy California Initiative. Coordinate internal responses to CalHHS requests for related analytical products and information.
5%	E	Engage in partnerships with non-governmental stakeholder groups to carry out healthcare cost, utilization and quality studies and analyses. Plan and manage HCAI resources for meeting study goals and provide expert opinion. Present activity goals and accomplishments to HCAI leadership and Agency as required.
5%	E	Prepare legislative bill analyses, budget change proposals, administrative initiatives, reports, and other analyses impacting the ADS. Identify internal processes and resources for development and reporting of analyses and research findings and assesses their potential impact on HCAI internal and external stakeholders. Oversee the development and deployment of automated procedures to streamline data linkage, analysis, production of reports, and creation of visualizations.
5%	M	Perform other related duties as required.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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.

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Employee Signature/Date

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Supervisor Signature/Date