

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Information Services Enterprise Data Operations Branch Patient Data Section Analytical Review Unit	
Position Number 441-507-5157-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Analyst (General)	Working Title Data Analyst	

General Description <p>The incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; planning, training, and other related work.</p> <p>In the Department of Health Care Access and Information (HCAI) Office of Information Services (OIS) work environment, staff handle confidential patient data. Specific statutes and regulations, and HCAI policies and procedures, govern the collection, storage, disclosure, and use of confidential data. The incumbent is responsible for the safe and secure handling of this data in compliance with these policies and procedures.</p>	
Supervision Received	Under supervision, reports to the Staff Services Manager I.
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 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.
Job Duties E = Essential, M = Marginal 40% E Review and analyze health facility reports as transmitted online via the patient level data reporting system. Review Health facility data for accuracy, completeness, reasonableness, compliance with HCAI's reporting requirements, internal data consistency, and comparability of data reported to HCAI by other sources. Using standard review procedures, analyses include the following: •Identifying coding, procedural, definitional, and programming problems in patient level data submitted by health facilities. •Interpreting errors as seen in the automated edit process; in the approval/rejection process; and in summary and detail edit reports. •Identifying and evaluating solutions for data reporting problems.	

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		<ul style="list-style-type: none"> •Contacting the health facility's medical record department, business office, finance office, or information system staff to discuss problems and to negotiate resolutions. •Contacting the health facility's administrator to resolve particularly complex or sensitive issues. •Evaluating health facility's requests for extensions, modifications, and variances to regulatory approval criteria.
15%	E	Monitor the general mailbox and answer incoming questions or distribute to the assigned analyst or management as appropriate. Create mass emails to send to various interested parties or reporting system users regarding system availability or other updates.
15%	E	Serve as technical liaison to health facility staff on reporting requirements and on the importance of data quality and timeliness to facilitate uniform data reporting. Gain and maintain the confidence and cooperation of health facility staff and designated agents. Based on analysis of data and technical assistance requested, compose original correspondence to notify data provider of necessary corrective actions.
10%	E	Participate in outreach effort via educational presentations to health facilities, health information professionals, and data users. Provide assistance in writing articles for internal or external publications. Provide assistance in updating reporting manuals, the reporting system editing programs, and other Data Quality Control functions. Maintain knowledge of the International Classification of Diseases coding systems and conventions.
10%	E	Maintain a clear and detailed contact record that identifies reporting problems; actions performed on a health facility file; telephone and written communication with health facility staff or designated agents; and other information that is historically significant, such as details of noncompliance, modifications and variant actions.
5%	E	Provide back up to Activity Unit Lead assisting with various tasks such as analysis, approval or denial of written requests for extensions and certifications of no data to report, research and analyze license changes, determine appropriate action and perform license edit overrides, maintaining designated agent user accounts, testing of the activity desk system and assist other analysts with licensing or other activity desk system questions.
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.

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