

# Department of Health Care Access and Information

## Duty Statement

Proposed

<b>Employee Name</b> VACANT	<b>Organization</b> Office of Health Workforce Development Research and Evaluation Branch Monitoring and Evaluation Section Data Support Unit	
<b>Position Number</b> 441-212-5734-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid workplace with a default minimum of four in-person days per work week; Additional telework days may be considered based on operational needs.  You must be a resident of California.
<b>Classification</b> Research Data Supervisor I	<b>Working Title</b> Data Support Unit Chief	

### General Description

The Research Data Supervisor (RD Sup) I is the Manager of the Data Support Unit within the Office of Health Workforce Development (OHWD). The RD Sup I ensures effective data collection and support for the health workforce grant programs within OHWD and oversees the work products of the unit, including reports, dashboards, and data products. The RD Sup I will lead data analysis and reporting efforts, including data collection efforts, analysis of quantitative and qualitative data, and reporting of data internally and externally. The RD Sup I is responsible for a broad range of supervisory duties associated with research activities and special projects for the team. The RD Sup I is also responsible for developing strategies for process improvement, quality assurance, and program evaluation. The RD Sup I will lead efforts to support the office with various data needs.

<b>Supervision Received</b>	Reports directly to the Research Data Supervisor II
<b>Supervision Exercised</b>	The RD Sup I provides leadership and guidance to the Data Support Unit staff, including direct day-to-day supervision of two research data analysts and two research data specialists.
<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>	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 of 8:00 a.m. to 5:00 p.m.

### Job Duties

E = Essential, M = Marginal

40% E      **Staff Oversight and Development**  
Provide leadership and direction for a team of four research positions. Prioritize workload for the team and ensure project deadlines are met. Oversee the preparation of hiring and recruitment packages and ensure hiring and recruitment are done according to HCAI policies. Monitor staff's adherence to state, federal, departmental, divisional, and programmatic policies. Monitor employee performance and provide mentoring and training opportunities to optimize team performance. Prepare probationary reports for new employees and annual performance appraisals for continuing employees. Ensure appropriate training for staff on program topics and software applications.

Implement new human resources policies and procedures as required by OHWD, HCAI, CalHR, and the State.

30%	E	<b>OHWD Data Support</b> Oversee and lead activities based on the data needs of the Grants and Policy sections within OHWD. Ensure OHWD grant programs are collecting consistent data across the portfolio of programs. Ensure data that is fundamental to health equity is included in data collection. Align data collection efforts with program evaluation plans and OHWD workforce research plans. Oversee the development of data collection tools in different software systems such as Qualtrics and Microsoft Dynamics. Lead user acceptance testing of data collection tools and data reporting dashboards. Manage the extraction and reporting of these data to internal and external stakeholders, and ensure the data is of the highest quality. Participate in project teams to incorporate data collection and evaluation measures for new workforce programs.
20%	E	<b>Stakeholder Engagement</b> Work with a wide variety of internal and external stakeholders on data collection and program evaluation design, including state agencies, local agencies, and private partners. Ensure stakeholder subject matter expertise is systematically documented and reflected in work products. Present to a wide variety of stakeholders on HCAI's efforts around consistent data collection and program evaluation. Work closely with OIS and Dynamics development/reporting.
5%	M	Monitor 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	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.

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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