

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

Employee Name : N/A	Organization Office of Information Services Healthcare Analytics Branch Healthcare Payments Data Services Unit	
Position Number 441-XXX-XXXX-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Analyst I	Working Title Research Data Analyst	

General Description	
<p>Under direct supervision, the incumbent provides technical consultation and staff assistance to the Healthcare Payments Data Services Unit (HPDSU), Healthcare Analytics Branch of Office of Information Services (OIS), the legislature, federal, state, and local governmental agencies, the health industry, the media, and the public. These activities involve reviewing and fulfilling requests for confidential data files, and assisting with planning, organizing, and conducting detailed analysis of data assets, which include healthcare claims, health insurance plans, health facilities, and patient-level data with a primary focus on Health Care Payments Data (HPD). Incumbent acts as team member and coordinates with representatives of various governmental agencies on larger projects.</p> <p>In HDRU, the incumbent assists with completion of analysis using confidential data, processes non-public standardized file requests, and provides Open Data Portal support. Additionally, the incumbent participates in the creation of data products for the HAB analytic portfolio and plan.</p> <p>In the Department of Health Care Access and Information (HCAI) HPDSU work environment, staff may handle confidential patient data. Specific statutes and regulations and 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>	
Supervision Received	Under direct supervision, incumbent reports to the Research Scientist Supervisor I, HPDSU.
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	

This position will establish and maintain knowledge and understanding of the public standard product production, non-public data processes for data disseminated by HCAI. In addition, this position will develop an understanding of HCAI's healthcare claims, utilization, patient-level hospitalization, and financial databases. This position will also develop efforts aimed toward information to inform decisions about better health care and lower cost of care through dissemination of HCAI data on the HCAI website and the California Health and Human Services (CHHS) Open Data Portal.

35% E With direct supervision, respond to requests from Division management and other stakeholders (division staff, the legislature, federal, state, and local governmental agencies, the healthcare industry, insurers, consumer groups, the media and the public) for data analyses of healthcare delivery system data to assist in healthcare and population health planning and policy development efforts. Advise data requestors on the availability and appropriate use of HCAI data. Use standard epidemiological and healthcare services research guidelines, methods, and programming languages (SAS, SQL, Python, and/or R) and database tools (DataBricks, SQL) to carry out analyses and data requests. Write brief reports to explain methods and results. Create confidential data set files, use HCAI data linked with other research databases, assist with developing statewide benchmarks, and evaluate the statistical significance of trend data.

30% E Serve as primary staff for reviewing, analyzing, and recommending approval/denial of Standardized File Requests for nonpublic/confidential healthcare claims data. May review, analyze, and make recommendations for Standardized File Requests for nonpublic/confidential hospitalization data, as necessary. Maintain protocols related to data security and access to healthcare claims and patient level data. Work closely with Information Services Division staff (including the Privacy Officer and the Security Officer), the HCAI Legal Office, and the CHHS Committee for the Protection of Human Subjects, while reviewing and analyzing requests for non-public data. Perform internal database analyses on the workflow for these requests.

15% E Work with subject matter experts to develop products and analyses of healthcare claims data and HCAI Financial and Utilization data for the HAB analytic portfolio and plan. Apply mathematical models and statistical techniques to analyze large amounts of data and prepare reports of their results. May include Pivot Tables, PowerPoint presentations and other graphical (i.e., Tableau) or mapping (e.g., ArcGIS) output for public use. Assure all aggregate data products are appropriately de-identified.

15% E Develop and maintain policies and procedures related to data dissemination activities, including product pricing, complimentary data, product preparation, inventory and maintenance of product masters and data documentation. Track and analyze problems as they arise with products that are in various stages of development. After defining the problem, the incumbent must work effectively with other staff, internal and external to the Unit, to rectify the problem. Occasionally, duties will include diplomatic handling of data user concerns, while critiquing, correcting, or improving products.

5% M Perform other related duties as required.

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments, and meet deadlines as required.

- Show initiative in making work improvements, identifying, and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.

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