Department of Health Care Access and Information
Duty Statement

Employee Name	Organization
<Vacant>	Office of Information Services Enterprise Data Operations Branch

Position Number	Location	Telework Option
441-507-7500-XXX	Sacramento	Hybrid

Classification	Working Title
CEA A	Chief Data Programs Officer

General Description

This is the managerial level. Under administrative direction, incumbents have significant responsibilities for formulating or administering organizational policies and programs and for planning, organizing and directing the work of one or more programs or units.

The incumbent independently plans, organizes, directs, and evaluates the activities of management and staff assigned to the Office of Information Services (OIS) Enterprise Data Operations Branch (EDO). The incumbent serves as the Chief Data Programs Officer for HCAI; monitors and evaluates data policy and program performance; engages in close collaboration with the Planning and Management Branch (PMB), IT Operations Branch (ITO), Healthcare Analytics Branch (HAB), Enterprise Information Management Branch, Enterprise Risk Management Branch, HCAI Strategic Governance, executive staff, office management, and other key stakeholders to ensure EDO meets performance objectives, drives value to business outcomes across the enterprise, and supports healthcare policy analysis and research. The incumbent collaborates with PMB, ITO, HAB EIMB, and ERMB in shared administration of the OIS operational plan. The incumbent is responsible for all strategic components of EDO, including standardization and alignment of data collection, data management, and data provisioning platforms to support healthcare policy analysis and research. The incumbent maintains oversight of all information assets across EDO; applies oversight to support project-level activity; ensures use and governance of data assets in support of the overall business strategy; develops teams, management, and staff to achieve a high level of competence in data program performance, data collection, data management, information architecture, and service delivery; coordinates EDO management closely with PMB, ITO, HAB, EIMB, and ERMB; and serves as a senior advisor providing recommendations directly to the OIS Deputy Director/Chief Information Officer (CIO).

The incumbent contributes toward the evolution of OIS into a customer-focused, business-driven, service delivery organization by modeling HCAI core values, and by offering constructive feedback to others in the Office regarding the adoption of those values.

visualization software.

Supervision Received	The Branch Chief receives broad administrative and policy direction from the Deputy Director / Chief Information Officer, Office of Information Services.
Supervision Exercised	The Branch Chief supervises one (1) Staff Services Manager III and one (1) Health Program Specialist II.
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

30%   E   **Branch Management and Administration**

Plan and direct work organized into primary components of EDO, including data collection, data management, data provisioning platforms to support healthcare policy analysis and research. Evaluate the performance of management and staff to ensure acceptable job performance; work with each subordinate section to develop required skills and core competencies to achieve program performance objectives. Assign projects and delegate responsibilities as needed; monitor and evaluate the performance of subordinate units in the branch. Coordinate, review, and approve all branch administrative matters including, but not limited to, personnel actions, contracts, budgets, training plans, and purchase requests. Design and implement plans to develop subordinate sections in supported and planned technologies and methods as outlined in the HCAI Enterprise Architecture and Data Governance frameworks. Employ approved methods to recognize and promote exceptional individual performance and teamwork.

20%   E   **Enterprise Healthcare Data Policy**

Serve as the senior policy and program director to oversee all HCAI data policies, across the enterprise. Responsible for setting and implementing policies across a broad range of healthcare domains and datasets—for the purpose of the health care data analysis, research, and public reporting—including policies that govern diagnosis and procedure coding; healthcare billing; healthcare financing; healthcare entity organization characteristics and administration; clinical quality measures; and person demographics, including race, ethnicity, language spoken, sexual orientation, and gender identity. The incumbent administers such policies through the administration and development of government regulations, internal data governance policies, data reporting manuals for external stakeholders, and other means. Responsible for ensuring that data measures meet best standards and can be integrated and linked with other data, that data collection conform to both state and federal privacy and security requirements, and that data is useable by analysts and researchers to produce actionable, timely insights that can inform decision-makers and healthcare policy and practice.

Proactively perform regular environmental scans of California legislation, Federal legislation, and other policies impacting all HCAI data programs; monitor implementation. Responsible for maintaining up-to-date expertise on key national and international data standards, specifications, and policies, including the International Classification of Diseases, the Office of the National Coordinator United States Core Data for Interoperability, the Agency of Healthcare Research and Quality, the Healthcare Effectiveness Data and Information Set, American National Standards Institute Accredited Standards Committee X12, and the United States Census Bureau. Represent HCAI and the State of California on such data policy and standards bodies, where applicable.

20%   E   **Enterprise Data Operations**

Plan, organize, direct, implement, standardize, and align the strategic components of data operations, including data governance, data collection, data provisioning, and data management. Lead and oversee the planning, analysis, policy, and implementation of critical work efforts to resolve complex programmatic problems. Manage the development of policies and methods to ensure consistent application and use of metadata, data quality and data analytics. Provide leadership and guidance to advance the role of data stewards in each business area. Administer and coordinate the services portfolio related to data management and data provisioning; monitor and evaluate service delivery,

policy implementation, and program performance; and oversee service resource allocation and resolve resource-priority conflicts. Lead the development, implementation, and alignment of data standards, policies, and procedures. Establish and maintain positive relationships with external stakeholders, such as governmental control agencies, legislative staff, the Department of Finance, vendors, trade groups, and other organizations. Responsible for promulgation of regulatory changes and analyses of pending legislation that impact EDO programs.

15%	E	**Information Architecture Management and Innovation**

Serve as a senior advisor of the HCAI Data Governance team; coordinate with the Chief Risk Management Officer, senior leaders across the organization, as well as within OIS, to plan, organize, and implement a data governance strategic roadmap. Oversee the collaborative development of policies, procedures, and projects that implement state, federal, and industry best practice -based data policies. Collaborate with division stakeholders to help solve business problems with appropriately aligned data investments that drive value. Proactively integrate the work of project and data management into the HCAI Enterprise Architecture practice, optimizing the value of data services and maximizing positive programmatic outcomes.

10%	E	**Customer and Stakeholder Relationship Management**

Establish and maintain positive relationships with office management, executive staff, and other key stakeholders. Resolve critical issues with customers and stakeholders. Drive effective communications across the enterprise and promote consistency, transparency, and a unified message that conforms to HCAI values. Lead efforts to develop and communicate enterprise-wide IT methodologies and standards. Lead and coordinate HCAI participation in external state, national, and industry data policy and standards bodies. Responsible for testifying before committees, control agencies, and governmental review boards; as requested, represent OIS before other governmental agencies in legislative and budget matters related to EDO programs. Responsible for developing and maintaining program reports to meet external reporting requirements in accordance with state regulation and policies.

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 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.
- 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