

STATE OF CALIFORNIA  
 CALIFORNIA DEPARTMENT OF AGING  
**DUTY STATEMENT**  
 CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
<b>1. INCUMBENT</b> VACANT	<b>2. EFFECTIVE DATE (MM/DD/YYYY)</b> 12/1/2022
<b>3. DIVISION</b> Administration	<b>4. UNIT NAME</b> Office of Enterprise Technology
<b>5. CLASSIFICATION</b> Information Technology Manager II	<b>6. POSITION NUMBER</b> 797-620-1406-001

**7. SUPERVISOR'S STATEMENT:** *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Andrea Hoffman		

**8. EMPLOYEE'S STATEMENT:** *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**You are a valued member of the department's team. All CDA employees are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees.**

<b>9. DESCRIPTION</b>
<p>Under the general direction of the Chief Information Officer, the IT Manager II serves as the California Department of Aging (CDA) Chief Data Officer (CDO). The CDO facilitates the development of the CDA data vision and strategy to guide data activities for the Department. The CDO will be responsible for establishing enterprise data governance, Master Data Management (MDM) practices and the exploitation of data assets to maximize business use of data. The incumbent will develop and nurture internal and external stakeholder relationships to recommend data strategies that support business and technology initiatives related to CalHHS Agency initiatives, the CDA Master Plan of Aging, Data Dashboard, and the CDA Strategic Plan. The CDO will also lead the design and development of CDA's technical data architecture and enterprise data warehouse, develop CDA's data analytics, reporting, and business intelligence capabilities to draw valuable insights from data. The CDO will provide expert guidance and direction to varying levels of staff and leadership related to equitable and inclusive data collection, metrics, and reporting; develops data related policies and procedures and leads innovative approaches to make data accessible, useful, and relevant to the public. The CDO is a key leadership role to help digitally transform CDA into a data driven organization.</p> <p>These duties are broadly defined as follows:</p> <p>Essential Functions:</p> <p><b>35% Enterprise Data Strategy Leadership</b></p>

- Facilitates the data vision for CDA to guide data activities and drive digital transformation in support data decision making. Leads diverse internal and external stakeholder groups using negotiation and interactive skills to establish common data goals.
- Coordinates with technical and business teams to develop and implements plans that support business and technology initiatives related to the CDA Master Plan of Aging, Data Dashboard, and the Strategic Plan.
- Collaborates with diverse stakeholders including Community Partners, to understand data needs and to develop an enterprise data strategy that aligns with the CDA vision to optimize current and future data needs. Leads the development, implementation, and maintenance of a CDA data maturity roadmap.
- Fosters a data culture within CDA. Establishes cooperative relationships and utilize organizational change management principles to improve data literacy, advance data initiatives, build analytics capabilities, and promote a data driven CDA culture. Provides expert guidance and direction to staff related to equitable and inclusive data collection, data ethics, metrics, and reporting.
- Collaborates across CDA, Community Providers, Agency, and other state entities to leverage existing, new and/or shared data assets opportunities. Proposes and develops innovative approaches to make data accessible, useful, and relevant to the public.
- Stay abreast of current data tools, trends, methods, and industry best practices to optimize CDA's data value. Builds and matures the CDA enterprise data program from a people, process, and technology perspective.
- Provides leadership, guidance, training, and support to data teams on the use of data practices, tools, and methods. Directs and coordinates the activities of data teams.
- Performs IT procurement and contract management activities related to data initiatives. Participates in vendor/product evaluation and selection. Reviews and approves deliverables impacting data services.

### **30% Enterprise Data Governance**

- Implements and mature a sustainable Enterprise Data Governance Program to support CDA and the Aging provider network. Nurtures stakeholder partnerships to maximize collaboration and mature the program. Utilizes Master Data Management principles and industry best practices to define the governance operational model, data workflows, and roles and responsibilities.
- Leads CDA in timely data decision making, data issue escalation/resolution, and data prioritization. Develops and reinforces data management practices to support CDA.
- Builds understanding of business and operational strategies and identifies critical metrics required to support those strategies and improve data performance and value.
- Identifies and onboard data stakeholders and champion business data ownership to build effective collaboration and data sharing.
- Leads development of data-related policies to manage CDA data assets and the data lifecycle. Develops and maintains processes, procedures, and standards to drive how data is classified, collected, stored, transformed, shared, and protected.

- Optimizes data assets to support business strategies that maximize business performance. Creates and maintains an enterprise data model using data modeling techniques and tools to align technology solutions with business strategies.
- Develops and maintains policies and procedures that address data governance, data standards, and data management.
- Develops proposals and recommendations related to staffing, technologies, and data practices.
- Evaluates the impact of legislation on CDA from a data perspective. Makes recommendations on the impact of legislation and plan for its implementation under the direction of state, departmental and other applicable government policies, and regulations.

### **10% Data Architecture**

- Works closely with technical staff to design and implement the CDA architecture to support digital transformation and data driven decision making. Implements and maintain the data architecture across multiple platforms to align technology solutions with business strategies.
- Ensures data integration and interoperability of multiple architecture platforms and systems to build a scalable data architecture and framework that supports current and future data needs.
- Defines the CDA data architecture for the collection, integration, enhancement, storage, and availability of data as a shared asset for business decision-making.
- Reviews architectures to make recommendations on technical and operational feasibility of data related initiatives. Advises on new, existing, and legacy information assets decisions.
- Leads and oversees implementation of an enterprise data warehouse. Streamlines data systems to reduce/eliminate data silos, reduce redundancy, and improve data integrity. Oversees migration of data from source to target systems related to CDA initiatives.
- Implements and refines a data architecture that is interoperable with information systems, devices, and applications to enable data access, exchange, and integration across organizations.
- Establishes a target data operating model that outlines how the data architecture will be governed, maintained, and improved.
- Provides guidance on data storage, data analysis, and data exploitation. Recommends technology tools to ensure the availability, usability, integrity, quality, consistency, and security of data.

### **10% Data Analytics and Reporting**

- Collaborates with business to collect, categorize, and cleanse data to improve data quality and reporting integrity.
- Implements data analytics and reporting technology tools to acquire, store, process, and report on data. Enables tools to help business achieve operational goals and expected data outcomes.
- Identifies opportunities to use predictive analytics to provide valuable insights to data. Recommends strategies and initiatives to enhance the value of CDA data.
- Collaborates with stakeholders and technical staff to translate business concepts into dashboards and other reporting formats.
- Works with CDA data staff to identify, prepare, and load test data into various technical environments.

### **10% Data Workgroups and Data Compliance**

- Represents CDA in CalHHS and other workgroups to maximize the potential shared data. Leverages opportunities to use the CalHHS Open Data Portal and the Data Exchange Framework (DxF) where feasible.
- Reviews, develops and/or facilitates data sharing agreements and interfaces with data partners. Consults with and advises other organizational entities related to release of confidential data.
- Work closely with the Information Security Officer, Privacy Officer and CDA staff to assess and advise on CDA data classification, compliance, and protection and to define data security standards and access.
- Works closely with security and technical teams to perform IT data compliance review and gap analysis activities related to CDA's information resources. Ensures CDA adherence to State and Federal data requirements. Develops mitigation strategies to remediate any data related findings.
- Assesses data risks and make recommendations on courses of action and data controls to ensure data security, privacy, and protection in compliance with state and federal requirements.

#### **Marginal Functions:**

5% Performs other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of the OET.