

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Research, Evaluation and Data Insights (REDI) Division			
Position No / Agency-Unit-Class-Serial 461-535-7500-001	Unit			
Class Title Chief Data Officer/Deputy Director	Location DSH-Sacramento			
Subject to Conflict of Interest	CBID	Work Week Group:	Pay Differential	Other
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	M01	E		
<p>The Department of State Hospitals' mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.</p>				
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the general direction of the Chief Deputy Director, Program Services, the incumbent serves as the Chief Data Officer (CDO) for the Department of State Hospitals and Deputy Director (DD) of the Research, Evaluation, and Data Insights (REDI) Division. The CDO/DD, operates as the senior executive responsible for creating the strategy and vision for achieving a comprehensive data program that provides data solutions, research, and analytics to meet programmatic, clinical, and operational needs of the department. The strategy will encompass all categories of DSH data including: Psychiatric Treatment -Planning and Delivery, Medical Treatment Delivery, Forensic Evaluation and Court Reporting, Pharmacy, Law Enforcement and Criminal Offense Data, Billing/Utilization, Licensing, Health and Safety, Administration, and Community Re-Entry (Conditional Release). The CDO/DD collaborates with the Directorate, Chief Information Officer, Medical Director, hospital and other division executives to oversee DSH's data strategy, governance, vision, and ability to leverage data-driven decision making and to ensure ethical and effective utilization of all DSH data assets.</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
30%	Develop, implement, and evaluate DSH's data strategy, policies, procedures, and activities to build a comprehensive data program for DSH. Oversee the full landscape of DSH data assets, from a data analytics perspective, working in collaboration with the DSH Chief Information Officer to ensure alignment across data and technology goals. Collaborate with other departmental executives to ensure a shared data vision that supports clinical and programmatic business needs.			
20%	Plan, organize and direct the work of the REDI Division and subordinate management and staff to perform research, data analysis and reporting			

	regarding DSH's programs and services. Oversee the management of the division's budget, including personal services, contracts, and fiscal tracking and analysis to ensure that program expenditures are within allocations. Manage and provide direction for the hiring, supervision, training, and performance of qualified staff to implement the division's programs.
20%	Assess, plan, and further develop DSH's analytic capabilities and tools and identify data reporting gaps and areas in which data and analytical solutions are necessary, incorporating industry best practices across healthcare organizations to guide analytic advancement. Evaluate areas of data growth and identify and address areas of risk.
10%	Oversees and directs the department's Strategic Plan development, guides the organization and development of executive goal teams to develop key performance indicators (KPIs), identify and monitor strategic projects and priorities to facilitate accomplishing the department's strategic goals and objectives. Leads the development and execution of a data collection and reporting plan to support executive team monitoring and decision making around KPIs and projects.
10%	Represents the Department of State Hospitals and the REDI Division in a variety of meeting settings, including meetings with legislators and legislative staff, the Governor's Office, the California Health and Human Services Agency (CalHHS), local government entities, judicial partners, and state administrative agencies. Serves as DSH's representative on CalHHS-organized or other cross-departmental workgroups. Prepare and present testimony to the California Legislature regarding the division's research, data, analytics, and budget proposals. Prepare data and analysis and provide court testimony, as needed, regarding the department's programs/services in response to litigation.
5%	Serves as the Executive Sponsor of the department's Data Governance Advisory Council, ensuring the Council is informed on executive direction and advises executive leadership on actions and recommendations.
5%	Perform other duties as required.
Working Conditions	Telework consistent with DSH Policy Directive 5338 and Admin-OP 5338 may be considered with prior approval from management. If telework is approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or travel throughout California as needed, with prior notice. Executive staff are required to come in one day a week designated by the Director or Chief Deputy Directors.
Other Job Requirements	Use of technology, including but not limited to Microsoft Office, Teams, WebEx, Zoom, and other virtual platforms is required.

Other Information

The California Health and Human Services (CalHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. These competencies describe both *what* the most successful CalHHS leaders do (e.g., plan and execute, solve problems, and make decisions) and *how* they do it (e.g., through the use of flexibility and interpersonal skills). These competencies are clustered under six CalHHS leadership focus areas and all DSH leaders are expected to exemplify these core competencies: Personal Leadership, Communication, Teamwork, Knowledge, Decision Making and Service.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

DSH provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. DSH facilities operate on a 24-hour, 7 day a week basis and support may be required outside of normal business hours to address emergent issues.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your

Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

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Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date