

Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Director's Office	
Position Number 441-100-7500-XXX	Location Sacramento	Telework Option Hybrid
Classification Career Executive Assignment (CEA) B	Working Title Chief Equity Officer	

General Description	
<p>Under the general direction of the Director and Chief Deputy Director, the Chief Equity Officer will provide strategic leadership, education, and support advancing diversity, equity, inclusion, and belonging in HCAI as a workplace and advancing health equity across HCAI's programs. The role is essential for designing and implementing solutions that promote sustainable behavioral shifts among staff, ensuring that equity principles are fully integrated into our programs, operations and organizational culture. The incumbent will collaborate with cross-functional teams to enhance accessibility within complex systems, oversee the development of key policies such as the Language Access Framework and Community Engagement Practices, and foster a dynamic organizational culture that embraces diversity. Through data-driven assessments, the incumbent will monitor and inform the impact of equity initiatives, refine practices, and engage with diverse stakeholders to ensure that our commitment to equity and accessibility is reflected in all aspects of HCAI's work.</p>	
Supervision Received	Reports to the Director.
Supervision Exercised	Supervises one or more professional staff.
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 prolonged sitting, use of telephone and computer, frequent contact with employees and the public. Also requires mobility to various HCAI work areas, Sacramento locations and the Los Angeles office. May require other travel as needed. Must be available for contact outside normal business hours including weekends and holidays.

Job Duties		
E = Essential, M = Marginal		
40%	E	<p>Plan, organize, and direct the HCAI Equity Program: Serve as the principal advisor to the Director, Chief Deputy Director, and HCAI Executive Management Team in developing and implementing strategic approaches to promote equity in each of HCAI's program areas. The Incumbent is responsible for furthering the Governor's equity-focused Executive Order N-16-22 and the California Health and Human Services (CalHHS) Agency's equity agenda within the Department by formulating strategies and initiatives that promote equity. Serve as key member of the HCAI Strategic Governance Team; formulate strategies and initiatives to ensure actions advancing equity-focused strategic goals and key performance indicators; collect feedback to monitor success and identify needs for additional actions to ensure effective implementation of the HCAI strategic plan and related governance functions. Plan and develop informational products that advance HCAI's mission, to accomplish these objectives; review department reports, brochures, informational fact sheets, videos and other DEIB communications and information to ensure effective and consistent messaging for HCAI programs and services; provide briefings and</p>

presentations to the Director, Chief Deputy Director and members of the Executive Management Team on matters of DEIB mandates and communications; develop policies and procedures necessary to support the Equity Program; supervise, direct, delegate workload, assess, train and monitor the professional staff assigned to the Chief Equity Officer.

20% E Plan, organize, and direct the HCAI Equity Program impacting HCAI as an organization: Serve as the principal advisor to the Director, Chief Deputy Director, and HCAI Executive Management Team; collaborate with the Culture Office to develop and implement comprehensive Equity strategies to enhance and promote concepts of diversity, equity, inclusion, and belonging (DEIB) within HCAI as a workplace. Oversee training of staff to increase understanding of and comfort addressing DEIB concepts as well as strategies to mitigate implicit bias and create an environment of inclusion and belonging. Collaborate with the Culture Office in opportunities to develop and administer components of HCAI's Racial Equity Action Plan to promote DEIB within HCAI.

20% E Develop recommendations to effectively implement the Governor's executive order aimed at improving language and communications access to state government services and programs. Increase HCAI's language access capacity through policy and operational considerations including centralizing language access resources and supporting Language Access Coordinators. Develop and implement integrated language access policies with a high level of complexity in coordination with other agencies, departments, legislative staff, advocates, community groups, and other stakeholders. Analyze existing language access policies and programs to identify areas of deficiency and improvement. Develop and implement language access policies and initiatives that will allow non-English and limited-English speaking Californians to meaningfully understand state communications. Determine appropriate outreach avenues to reach target customer populations, create and distribute appropriate publications and/or activities for use in informing priority target populations, and identify needs, trends, and projected service fluctuations. Coordinate, train and coach the HCAI workforce to increase the number of individuals with expertise on language access policies and equity strategies. Ensure that the programs and services developed and delivered are empowering and mindful of California communities including limited-English proficient Californians and communities of color.

The Chief Equity Officer uses data to achieve equity-focused goals and objectives. Ensures data drives decisions and resource allocation to improve equity among communities supported by HCAI. Ensures HCAI contributes to and utilizes data to inform decision-making, measure disparities, and achieve equity outcomes. The incumbent shall report the findings of such analysis to HCAI leadership and ensure use of data to inform policies addressing service inequities faced by target populations and demographics.

15% E Serve as the executive sponsor of HCAI's Racial Equity Team and lead the development and implementation of a Racial Equity Action Plan for the Department; support HCAI offices with the development and implementation of Equity Action Plans for each program or operational area; promote diversity, equity, and inclusion (DEI) in policy and program considerations.

5% M Other duties assigned as appropriate for a CEA B.

Other Expectations

- Demonstrate a commitment to performing duties in a sensitive and confidential manner.
- Demonstrate the ability to plan strategically, set realistic goals, and measure performance outcomes; prioritize work assignments and successfully complete by specified deadlines.
- Represent HCAI in an ethical manner with respect, professionalism, and integrity.
- Maintain good working habits and adhere to all state policies and procedures.

- Perform duties without detailed supervision and review.
- 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 and Guiding Principles.
- 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