



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification <i>Click here to enter text.</i>	Working Title Deputy Director Data Exchange Framework
Employee Name	Position Number 799-501-7500-xxx
Project/Division Name	Supervisor's Name
Unit Center for Data Insight & Innovation (CDII)	Supervisor's Classification
Physical Work Location	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
Effective Date <i>Click here to enter text.</i>	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.): <i>Click here to enter text.</i></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>The State of California recognizes health information exchange (HIE) as vital to reducing medical errors, improving health care service quality, and producing greater value for health care expenditures for all Californians. Working with a wide spectrum of stakeholders, the Administration has undertaken efforts to establish a Data Exchange Framework (DxF): a single data sharing agreement and common set of policies and procedures that will govern the exchange of health and human services information among health care and social services entities and government agencies. CDII is seeking a Deputy Director to oversee and manage statewide DxF implementation, including the establishment of a governance infrastructure.</p> <p>The Deputy Director (Deputy) will report to the CDII Director/CalHHS Chief Data Officer (CDO) and serve as a key advisor to the Administration on all issues related to electronic health information technology and exchange.</p>	
Percentage of Duties	Essential Functions
40%	<p>The Deputy will advance California's data exchange vision in collaboration with key stakeholders. The Deputy will develop and act on plans to address California's health and human service data exchange, privacy, and security issues through the promulgation and harmonization of state and federal laws, policies and procedures, governance and enforcement. The Deputy will oversee the implementation of California's health and human service data exchange strategy, taking into account new and emerging data exchange needs and opportunities.</p>

40%	The Deputy will oversee and manage DxF implementation including: establishing and managing transparent and accountable governance; establishing and supporting transparent stakeholder engagement process, including advisory groups; coordinating federal-state health information exchange alignment; establishing and managing a major state HIE/HIT grant program to further data exchange efforts in California in support of the DxF; establishing and overseeing a process to qualify health information exchange intermediaries in support of a secure and efficient Californian health information exchange ecosystem.
20%	The Deputy will support the integration of state government data into the DxF/DSA, and provide advisory support on state HIT investments to ensure they : 1) are interoperable; 2) support care delivery and health improvement for all Californians; and 3) are aligned with the DxF and other state and national standards and policies. The Deputy may be asked to serve as the representative for federal, national, and state stakeholders and audiences on HIE/HIT related matters on behalf of the state, as requested by the CDII Director/CalHHS CDO.

4. WORK ENVIRONMENT <i>(Choose all that apply from the drop-down menus)</i>	
Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	
5. SUPERVISION	
Yes	
6. SIGNATURES	
Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	

Employee's Signature	Date				
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.					
Supervisor's Name (Print)					
Supervisor's Signature	Date				
7. HRD USE ONLY					
Human Resources Division Approval					
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">HR Analyst initials</td> <td style="width: 50%; padding: 5px;">Date approved</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	HR Analyst initials	Date approved		
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<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made: <i>Click here to enter text.</i></p>					

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE