DUTY STATEMENT

Employee Name:	Position Number: 580-201-7500-003
Classification: Career Executive Assignment A	Tenure/Time Base: Non-Tenured / Full Time
Working Title: Chief Data Officer	Work Location: 3701 N. Freeway Blvd. Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources' Job Descriptions webpage.

Job Summary

This position supports CDPH's mission and strategic plan by steering and delivering the CDPH statewide public health data strategy. Under the general direction of the Deputy Director for the Center for Health Statistics and Informatics (CHSI), the Chief Data Officer (CDO) establishes a data governance structure; fosters and promotes a culture of data use by enabling and encouraging programs to share data to collaborate on common issues and related programs; and employs and analyzes operational data to improve program performance. The CDO shepherds statewide public health efforts to streamline data access, modernize data management and services, and accelerate excellent use of data in decision making. The CDO develops and implements modeling, analysis, inference, exploration, and outcomes-based utilization of the department's data assets. This position ensures that these activities and efforts align with Department's goals for its programs and leads the development and implementation of enterprise-wide data management policies, practices, and standards for the department. The CDO serves as a liaison to the Center for Data Insight and

Innovation (CDII) and collaborates with CDOs from other state and federal agencies.

The incumbent works under the general direction of the Deputy Director, CHSI.

Special Requirements

☒ Conflict of Interest (COI)

☐ Background Check and/or Fingerprinting Clearance

☐ Medical Clearance

☐ Travel:

☐ Bilingual: Pass a State written and/or verbal proficiency exam in

☐ License/Certification:

☐ Other:

Essential Functions (including percentage of time)

30%   Directs and oversees the development of short and long-term enterprise data management projects involving a wide range of automation and innovation issues, including data architecture, storage, inventory, access, data transfer and sharing, and internal and external publication. Develops data-enabled strategies, enabling all forms of business outcomes through analytics; data and analytics governance and enterprise information policy; accountability for analytics governance and business outcome enablement; and oversight and implementation of key data and analytic initiatives based on enterprise-wide data collected in the normal course of State business to improve transparency, efficiency, and accountability of CDPH operations. Institutes a programmatic approach for enterprise data management to identify, prioritize and execute the data and analytic initiatives with clear line of sight to enterprise strategies and business outcomes, including establishing and maintaining a data governance program; shepherding the data and analytics strategy; defining the data and analytics operating model; fostering and promoting a culture of data use by enabling and encouraging programs and government agencies to share data to collaborate on common issues and related programs; employing and analyzing operational data to improve program performance; and creating and expanding open data offerings to empower citizens and enable better public health services. Develops, establishes, and maintains a data governance program, which includes development of policies and procedures, and a plan to execute the procedures. Manages data science and data analytics efforts. Establishes a data analytics culture to ensure sound analytical data is available to support enterprise-wide decision making. Defines and develops data strategy practices and assures the ongoing relevance of the CDPH's data strategy in association with Local Health Departments and stakeholders. Determines CDPH's use of new, existing, and legacy information assets and when/how to retire such assets by creating policies and controls for the appropriate protection of enterprise data assets through a defined life cycle, from acquisition or creation to end of life destruction and disposal procedures through the governance program and its stakeholders. Develops and implements master data management (MDM) policies to effectively control CDPH's master data. Identifies CDPH's master data and establishes a standard definition for business-critical data that is shared across the enterprise and collectively represents an authoritative source of master data. Implements tools that support MDM to remove duplicates, standardize data, and incorporate rules to eliminate incorrect data from entering the system. Directs and oversees the development of short and long-term analytical and interpretive projects involving a wide

range of program policy and oversight issues. Directs and oversees the development of short and long-term strategic plans for data modernization projects involving a wide range of technology and innovation issues, including data cloud architecture, structured and unstructured data asset linkage keys, data file storage and manipulation, inventory, role-based access, data transfer and sharing, and internal and external publication. Pursues the implementation of these plans' partnership with the Information Technology Services Division and Centers and Offices. Establishes metrics in partnership with the Department's Centers and Offices, and measures improvements and performance on those metrics through improved research, modeling, survey design, machine learning, and case- and population-modeling techniques. Leads the development of methodologies and standards for technology advancement and objectives, through rigorous research throughout the department, such as data intake and automation, data architecture, data cleaning methodologies, surveys (internal and external), disaster tracking and response, quasi-experiments, machine learning, geographic information system (GIS) and other modeling, and dashboard production. Leads the development, implementation, and alignment of data standards, policies, and procedures.

30%   Informs reports and legislative analysis using data and outcome-focused metrics for the department's programs. Defines and creates continuous improvement protocols for programmatic data analysis and inferential analysis in support of that reporting and policy deliberation. Provides guidance to CDPH senior leadership and CHSI DD regarding enterprise-wide data governance and data strategy. Develops policies and practices on complex and politically sensitive data curation issues through: (1) initiating external & internal program evaluations; (2) working with interdisciplinary stakeholders including internal department customers, contractors, and other state entities; (3) developing new legislative language and coordinates bill analysis to determine the department's position on legislative proposals that affect CDPH program data. Reviews and ensures compliance with certification and reporting requirements for CDPH to its external stakeholders, governance policy creation and compliance. Leads internal regulatory and compliance programs related to data assets. Ensures the performance of independent audits, as appropriate. Researches and evaluates current and new data technologies and trends. Formulates new policies, practices, and procedures for the Department's research efforts and data analysis activities. Develops policies and practices on complex and politically sensitive data analysis and inference issues through: (1) initiating internal education and training efforts; (2) working with interdisciplinary stakeholders including internal department customers, contractors, and other state entities; (3) finalizing these policies, practices, and procedures, and then implementing them across the Department through education and other change management efforts. Develops and implements new capabilities for the routine production of state and federal reports, descriptive and interpretive information posted to the Department's public Internet site, and to inform new programmatic policies and potential policy changes. Formulates, analyzes, and 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. Formulates, analyzes, and makes recommendations on the impact of technology, international standards, and technology policy, reflecting the latest trends and changes occurring throughout the government and private sectors as it applies to data, data management, and data analytics.

15%   Oversees the availability, usability, quality, and integrity of CDPH's enterprise-wide data in coordination with the Information Security Office (ISO) and the Privacy and Security Office. Measures master data and reference data for compliance with policy, standards, and conceptual models. Assures the deployment and management of data quality monitoring practices. In coordination with the Chief Information Officer (CIO), oversees the integration and

staging of data, and the development and maintenance of the data lakes, data warehouse and data marts, for use by analysts throughout CDPH. Partners with the CIO to scan the horizon for emerging management tools, skills, techniques, and technologies as it applies to data, data management, and data analytics. Collaborates with the ISO to identify security and risk implications for data assets. Creates and expands open data offerings to enable better government and public health services. Participates in the development of methodologies and standards for technology advancement for automated processes for the department, such as data storage and transfers, data cleaning, surveys of licensees and evacuees during disasters, GIS and other mapping, and dashboard production. Develops and implements data integration, linkage, curation, modeling, analysis, inference, exploration, and also for the outcomes-based utilization of the Department's data assets.

10%   Establishes and maintains positive relationships with division management, executive staff, and other key stakeholders. Resolves critical issues with customers and stakeholders. Drives effective communications across the enterprise and promote consistency, transparency, and a unified message. Participates in the following governance domains: business strategy and planning, management and financial reporting, enterprise architecture, information technology strategy and planning, and risk and compliance, which includes participating in other governance forums where the CDO's input is desired. Collaborates with stakeholders to develop and implement data accessibility and management policies, that provide operations guidance to ensure the availability, usability, quality, integrity, and security of data assets. Represents the CDPH regarding the data governance program with the California Department of Finance, California Department of Technology, California Health and Human Services Agency, the Center for Data Insights and Innovation, and California Government Operations Agency. Establishes and maintains positive relationships with external stakeholders, such as Local Health Departments, vendors, trade groups, and other organizations to ensure awareness of changes to the IT and data landscape and public health sector and health care industry. Leads efforts to develop and communicate enterprise-wide data methodologies and standards. Leads and coordinates participation in enterprise data governance and facilitate escalation of issues or decision-items. Manages data stakeholder groups and designs, develops, implements, and maintains data management and exchange standards for CDPH programs. Testifies before committees, control agencies, and governmental review boards. Develops and maintains statistical reports to meet external reporting requirements in accordance with state regulation and policies.

10%   Supervises, plans, organizes, and directs the activities of thirteen (13) staff. Provides general administrative direction concerning assignments. Manages staff in performing enterprise data management. Evaluates the performance of staff to ensure acceptable job performance. Assigns projects and delegates responsibilities as needed; monitors and evaluates the performance of staff. Coordinates, reviews, and approves all section administrative matters including, but not limited to, personnel actions, contracts, budgets, training plans, and purchase requests. Employs approved methods to recognize and promote exceptional individual performance and teamwork.

Marginal Functions (including percentage of time)

5%   Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: CB	Date 8/30/2022		