

**Duty Statement**

Classification: Career Executive Assignment (Level B)	
Working Title: Chief, Health Information Management Division	
Program: Enterprise Data and Information Management	
Division: Health Information Management Division	Branch:
Section:	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 803-395-7500-001
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 3 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>Under the direction of the Deputy Director (DD) for Enterprise Data and Information Management (EDIM) and Chief Data Officer (CDO), the Chief, Health Information Management Division (HIMD) is responsible for Department-wide policy direction and management to ensure compliance with federal and state data and reporting standards and regulations, including: the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Interoperability and Patient Access Rule, California Health and Human Services Agency (CalHHS) Data Exchange Framework, and Medicaid Information Technology Architecture (MITA). The Chief sets policies related to the collection and exchange of data between Department of Health Care Services (DHCS/Department) and external stakeholders. Additionally, the Chief collaborates, and coordinates with DHCS program partners and external stakeholders such as federal and state health care officials, legislative staff, provider and patient advocacy groups, control agencies, and other departments.</p> <p>The Chief is responsible for the development of policies and programs with respect to health system interoperability and the use of clinical data originating from electronic health records. The Chief works with external stakeholders to solicit, synthesize, and evaluate health information management feedback, focusing on data exchange standards and data quality.</p> <p>The Chief leads the development of policy and data presentation processes using business intelligence tools that support key policy initiatives, such as California Advancing and Innovating Medi-Cal (CalAIM) and the Home and Community-Based Services (HCBS) initiatives.</p> <p>The Chief represents the Department on various agency, state, and federal committees and work groups, and serves as the HIMD policy advisor to the DHCS Directorate and Deputy Director, EDIM and CDO.</p> <p>The Chief is a member of DHCS Executive Staff and subject to the Department's Conflict of Interest Code and filing a Statement of Economic Interests (Form 700).</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
30%	Develops and implements policies related to health information management. Serves as the key state representative for the Medi-Cal Interoperability and Patient Access Rule by developing DHCS policy regarding interoperability requirements that apply to Medi-Cal providers and partners and the use of health information exchange. Establishes and leads executive level, program partner, and stakeholder engagement for public/private collaboration to advance interoperability between administrative and clinical systems, health information exchange organizations, and Medi-Cal programs. Represents the Department and the State in federal workgroups to advance the use of electronic health records and health information interoperability across the country. Prepares an overall vision and high-level plan for the administration of the Interoperability Rules, including leading, developing, and implementing strategic planning initiatives and selecting the appropriate metrics for assessing progress in meeting strategic plan objectives.
25%	Manages and oversees data quality initiatives across the Department to improve enterprise data quality processes, policies, standards, reporting, and tools. Initiatives include Transformed Medicaid Statistical Information Systems (T-MSIS) for Medi-Cal and Children's Health Insurance Program data reporting to Centers for Medicare and Medicaid Services (CMS) and encounter data improvement efforts. Leads the development of policy and data presentation processes using business intelligence tools that support key policy initiatives, such as CalAIM and the HCBS initiatives. Collaborates, coordinates, and works with external stakeholders such as federal and state health care officials, legislative staff, provider and patient advocacy groups, and other departments, and stakeholders to solicit, synthesize, and evaluate feedback regarding health information management with a focus on data exchange standards and data quality
20%	Oversees HIMD's annual budget process and division activities. Participates in DHCS' annual budgeting processes, including reviewing budget change concepts, budget change proposals, and personnel needs, representing the division in meetings with the Executive Staff, the Department of Finance, and the Legislative Analyst's Office, and monitors the budget process to determine its impact on the Division's programs. Participates in the Medi-Cal Estimate process with the Fiscal Forecasting Division to develop the HIMD-related cost components of the Medi-Cal local assistance budget.  Manages HIMD activities and personnel by providing overall direction, administration, and leadership to HIMD staff to ensure consistent and high-quality staff work through branch chiefs and subordinate managers of operating units on administrative, legislative, budgetary, personnel, and technical problems. Reviews personnel needs and evaluates managerial and supervisory staff performance. Provides day-to-day operational management to the HIMD. Provides necessary performance evaluations and career planning. Presents at academic institutions and other training forums on health information management, interoperability, and related topics. Provides overall direction for HIMD branches to administer the programs and advance policy initiatives. Directs the long-range planning and research efforts for HIMD issues.
20%	Supervises staff and contractors to assess program effectiveness and the soundness of fiscal procedures and expenditures. Collaborates with program partners and governmental entities, such as DHCS' Audits and Investigations and the State Attorney General's Office. Reports to the Legislature and meets with program partners, external health care organizations, and stakeholders on the status of the programs. Communicates to the federal CMS, program partners, and external stakeholders on the impact of the health interoperability programs

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Performs other related duties as assigned.

**Supervision Received:** Under Direction**Of the (enter supervisor classification):** Deputy Director and Chief Data Officer**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None Clerical Staff Analytical Staff Technical Staff Professional Staff Supervisory Staff Managerial Staff**Special Requirements:** Medical Evaluation /Clearance Typing Certificate Valid Driver's License Background Check / Finger Printing Clearance Valid Professional License (please specify): \_\_\_\_\_**Desirable Qualifications:**

- Strong leadership, interpersonal, and problem-solving skills.
- Knowledge of health care programs', including Medi-Cal, principles, practices, and trends.
- Knowledge of the principles, practices, and trends of public administration, organization, and management
- Knowledge of federal and state data and reporting standards and regulations, include: the Health Insurance Portability and Accountability Act of 1996 (HIPPA), Interoperability and Patient Access Rule, California Health and Human Services Agency (CalHHS) Data Exchange Framework, and Medicaid Information Technology Architecture (MITA).
- Knowledge of information technology and interoperability.
- Ability to analyze complex problems and develop effective courses of action to solve them.
- Ability to collaborate across high levels of government, external organizations, providers, industry associations, and member representatives.
- Ability to lead change and transformation efforts within and outside the organization utilizing excellent communication and management strategies.

**Working Conditions (Check all that apply):**

Prolonged Periods of:

 Standing  Sitting  Kneeling  Bending

Travel May be Required:

 Occasional  Over Night

Requires Lifting of Heavy Objects up to: \_\_\_\_\_

**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of 02/28/2024.**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: