



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Career Executive Assignment, Level C	Working Title Chief Data and Artificial Intelligence Officer (CDAO)
Employee Name Vacant	Position Number 799-XXX-7500-XXX
Project/Division Name Click here to enter text.	Supervisor's Name
Unit Click here to enter text.	Supervisor's Classification
Physical Work Location Click here to enter text.	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" 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.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p><i>Under the general direction of the Agency Chief Information Officer (CIO), the incumbent serves as the Chief Data and Artificial Intelligence Officer (CDAO), CEA-C. This position provides strategic leadership for the development and implementation of a comprehensive Data and AI program aligned with the transformative goals outlined in the CalHHS IT and Data Strategic Plan.</i></p> <p><i>The CDAO leads the advancement of enterprise data, analytics and Artificial Intelligence (AI) policies and capabilities to support strategic priorities. The incumbent collaborates with CalHHS Agency, CalHHS Departments, and Office teams to design and operationalize strategies, policies, and solutions that promote the ethical, inclusive, and effective use of data and AI. These efforts support the delivery of person-centered, holistic health and human services that enhance access, quality, and affordability.</i></p> <p><i>Through collaboration with CalHHS Agency and its departments, the CDAO identifies, prioritizes and implements initiatives that strengthens the collective data and technology ecosystem, oversees enterprise data planning, governance, data management and data quality efforts, and drives the development of internal talent, fostering a strong data and analytics culture across CalHHS. The incumbent also performs parallel functions for AI and other emerging technologies and builds the necessary trust-based relationships with stakeholders inside and outside of State government to promote transparency, innovation, and responsible AI usage and data sharing</i></p> <p><i>In all activities, the CDAO ensures that data and AI initiatives support the Agency's mission of advancing a healthy California for all.</i></p> <p><i>The incumbent has a wide variety of Data and AI related responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality and judgment in performing all duties. The duties include, but are not limited to:</i></p>	

Percentage of Duties	Essential Functions
30%	<p><u>Enterprise Management for CalHHS Data and Analytics</u></p> <p>The incumbent serves as a senior advisor to CalHHS leadership on enterprise data initiatives that improve health and social service outcomes, promote equitable resource allocation to underserved populations, increase data literacy across departments, and advance person-centered—rather than program-centered—solutions. The incumbent drives data-informed decision-making using advanced analytics and actionable insights. Key Responsibilities include:</p> <ul style="list-style-type: none"> • Providing strategic policy and operational oversight of enterprise data programs and platforms across CalHHS. • Leading collaborative efforts to integrate, standardize, and improve the usability of data across departments, ensuring consistency and alignment with industry best practices. • Maintaining and evolving a cross-functional data governance framework in partnership with program managers, with a focus on transparency, accountability, and measurable outcomes. • Enhancing the use of integrated data for operational planning, policy development, research, and evaluation; building the state’s capacity to implement evidence-based programs. • Increasing collaboration between university-based researchers and state staff to translate data into actionable knowledge that informs policy and drives innovation. • Partnering with the CalHHS Information Security Officer (AISO) to address data quality, availability, and security issues, ensuring compliance with regulatory and ethical standards. • Championing data governance, management, and quality practices to support effective and efficient business operations. • Leading the exploration and piloting of new technologies and methods to leverage CalHHS’s data assets for innovation and continuous improvement.
25%	<p><u>AI Development, Deployment and Technology Oversight</u></p> <p>The incumbent leads governance and cross-functional coordination of AI initiatives across CalHHS, providing expert guidance and matrixed leadership to interdisciplinary teams to ensure AI solutions are robust, secure, and scalable. Key Responsibilities include:</p> <ul style="list-style-type: none"> • Promoting responsible AI implementation by aligning efforts with enterprise architecture, security standards, and industry best practices in collaboration with IT and program leadership. • Evaluating infrastructure, tools, and platforms needed to support advanced analytics and AI initiatives. • Partnering with the CalHHS departments’ leadership to reduce barriers to AI adoption and refine procurement strategies to support innovation and scalability.
20%	<p><u>Leadership and Strategic Planning for Data and AI Innovation</u></p> <p>The incumbent is responsible for the strategic leadership, governance, and oversight of data, data analytics, and artificial intelligence (AI) across the California Health and Human Services Agency (CalHHS). Serving as the Agency’s principal advisor on data and AI, the incumbent leads the development and execution of an enterprise-wide data and AI strategy aligned with the CalHHS IT and Data Strategic Plan and guiding principles. Key Responsibilities include:</p> <ul style="list-style-type: none"> • Leading the identification and prioritization of high-impact data and AI use cases that support the Agency’s mission. • Establishing and maintaining an enterprise data and AI operating model that builds the necessary capabilities, competencies, and governance structures to support strategic execution. • Collaborating with IT and business leaders to ensure data and AI initiatives are implemented with appropriate technical, legal, and risk considerations. • Defining objectives, performance measures, and success metrics to assess the value and impact of data and AI initiatives, and adjusting strategies as needed to respond to emerging needs or regulatory changes. • Building and sustaining partnerships with Agency, department, and statewide leaders, as well as internal and external stakeholders, to promote data-driven decision-making and the ethical use of AI to improve health outcomes for Californians. • Serving as CalHHS’s representative in external forums, industry events, and strategic discussions related to data and AI; maintaining awareness of emerging technologies and trends; and identifying opportunities for innovation and partnership with vendors, academia, and other organizations. • Monitoring evolving state and federal regulations to ensure compliance and inform the Agency’s data and AI practices accordingly.

15%	<p><u>Change Management, Workforce Development, and Culture</u></p> <p>The incumbent is responsible for advancing data governance, analytics, and AI literacy across CalHHS to promote a data-driven culture and support ethical, effective use of technology in day-to-day operations. Key Responsibilities include:</p> <ul style="list-style-type: none"> • Educating staff on the value and application of data governance, analytics, and AI through training, workshops, and resource development. • Promoting ethical and equitable use of data and AI, with an emphasis on compliance with privacy regulations and responsible innovation. • Facilitating the integration of data governance practices and AI solutions into existing departmental workflows and business processes. • Creating an environment that encourages cross-departmental data sharing, collaboration, and the delivery of user-responsive data products and services.
10%	<p><u>Policy, Ethics, Governance, and Compliance</u></p> <p>The incumbent is responsible for establishing and enforcing ethical policies and guidelines governing data management and the use of artificial intelligence (AI) across CalHHS. This includes leading data and AI ethics efforts to ensure responsible development, mitigate bias, and maintain compliance with applicable laws and best practices. Key Responsibilities include:</p> <ul style="list-style-type: none"> • Developing and implementing policies to promote ethical AI use, data stewardship, and transparency in AI-enabled decision-making processes. • Leading the integration of data and AI ethics into CalHHS programs, systems, and processes, including mechanisms to address potential ethical risks. • Supporting the GenAI 5305-F Risk Assessment process to identify and mitigate bias, compliance gaps, and legal exposures related to generative AI. • Raising concerns related to data privacy and security to the AISO as needed • Maintaining a current inventory of all Generative AI use cases under Government Code §11546.45.5. • Tracking datasets used in generative AI systems in accordance with Civil Code §3111, ensuring transparency, traceability, and accountability

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

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

N/A

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 checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>) * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**** 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