

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 (must reside in California)
Classification Career Executive Assignment (CEA) C	Working Title Assistant Director (AD)	

General Description

Under the general direction of the Director, the Assistant Director (AD) leads the day-to-day operations of a strategic portfolio of programs and policies focused on advancing health care data, affordability, and artificial intelligence (AI), ensuring they are aligned with the Department's mission. The Assistant Director acts as the Director's senior executive in the formulation, administration, and implementation of policies related to data, affordability, and AI, while working collaboratively with other Deputy Directors to plan, develop, and execute all related departmental activities. The Assistant Director ensures the effective integration and coordination of HCAI's most complex and interdependent programs, providing enterprise-level leadership and oversight to key divisions, including Health Information, Clinical Innovation, Data Exchange, Technology Services, and the Office of Health Care Affordability. The Assistant Director also acts on behalf of the Director in their absence and represents the Department's leadership before the Legislature, control agencies, intergovernmental bodies, and public stakeholders. As a member of the Director's Office and Executive Management Team, the Assistant Director plays a central role in strategic planning, ensuring HCAI's enterprise efforts in data, affordability, and AI governance are implemented cohesively and effectively statewide.

Supervision Received	Reports directly to the Director.
Supervision Exercised	Directly supervises a team of executive managers and 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 use of computing devices and phones, frequent face- to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences/events or site visits to the Los Angeles office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties

E = Essential, M = Marginal

40%	E	<p>The Assistant Director provides strategic leadership and serves as the Department's principal policymaker for health data, affordability, clinical innovation and AI-related initiatives, driving the development and implementation of cross-enterprise policies that promote responsible AI use, robust data governance, and affordability data. The Assistant Director ensures these policies are aligned across departmental divisions and consistent with statewide goals including health equity, transparency, digital ethics, and health care affordability, while also aligning departmental efforts with the California Health and Human Services Agency (CalHHS) Data Strategic Plan and emerging legislative or health policy priorities. This role exercises executive management responsibility and policy direction to optimize the Department's use of data resources, overseeing the effective collection, analysis, and reporting of timely data on California's health system, healthcare infrastructure, and workforce. The Assistant Director collaborates closely with external stakeholders, including representatives from the Governor's Office, CalHHS, and the Department's executive leadership, to propose, analyze, and recommend policy strategies that support statewide data initiatives and implement legislative changes as needed.</p>
30%	E	<p>The Assistant Director oversees executive management of key programs including Health Care Affordability, Health Information, Data Exchange Framework, Clinical Innovation, and Technology Services, ensuring effective coordination among Deputy Directors and CEA-level leaders for consistent execution of complex, high-profile initiatives. The incumbent directs data collection, validation, reporting, and governance to support the Department's performance goals, legislative mandates, and strategic plan, while developing strategies that align technology services with data and analytics to leverage data as a strategic asset. The Assistant Director provides executive evaluation and recommendations for data standards that meet programmatic needs and comply with the state's open data policy and the CalHHS Open Data Portal Initiative. The Assistant Director represents the Department in CalHHS governance and data initiatives, promoting person-centered, data-driven health and human services, and collaborates closely with the Chief Data Officer, Chief Information Officer and Chief Administrative Officer to advance health informatics capacities and align shared services across all Department programs.</p>
15%	E	<p>The Assistant Director serves as the Department's representative in key external engagements, including legislative hearings, interagency workgroups, CalHHS initiatives, and stakeholder coalitions, while actively participating in governance efforts like the Open Data Initiative and shared services. Acting as a liaison to state agencies, local health jurisdictions, academic institutions, and community organizations, the Assistant Director promotes inclusive and transparent policymaking. They collaborate closely with the Director, Chief Deputy Director, and Executive Management Team to develop and govern the department's strategic plan and related projects, overseeing operational plans that advance data and affordability programs through clearly defined objectives, strategies, and performance indicators aligned with departmental goals.</p>

10%	E	The Assistant Director leads strategic planning for the Department's data, affordability, clinical innovation, and AI initiatives, aligning strategies and performance metrics with enterprise goals. Collaborating with the Chief Data Officer, Chief Information Officer and Chief Administrative Officer, the Assistant Director ensures shared services like data analytics and technology are coordinated to support department-wide outcomes. As part of the Executive Management Team, the Assistant Director advises leadership on strategies, projects, and policies to advance the Department's mission including data governance.
5%	M	The Assistant Director serves as a senior advisor to the Director and Executive Management Team. They handle special projects as assigned and play a key role in maintaining operational continuity and alignment across HCAI's data and affordability programs. The Assistant Director also represents leadership in discussions with the Legislature, government agencies, advisory groups, and stakeholders on health care data and affordability issues, along with other duties as needed.

Other Expectations

- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- 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.
- 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 handling sensitive and confidential matters with discretion, professionalism.
- 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