


**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Technology Services Portfolio Planning Branch 
Position Number 441-177-1414-XXX	Telework Option Hybrid
Classification Information Technology Specialist II	Working Title Data Project Portfolio Officer
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date May 2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under general direction of the Information Technology Manager I, the incumbent provides senior-level leadership in project and portfolio management to deliver IT products and systems, overseeing complex data-focused initiatives, aligning work with organizational goals, managing resources and risks, and producing data-driven reporting. Responsibilities include mentoring staff, engaging stakeholders, establishing governance to support OTS strategic objectives, coordinating Project Planning Section operations, supporting cross-departmental efforts, and managing the HCAI Enterprise Architecture program with technical architects. The position also maintains project management tools and documentation in compliance with PMI and state technology standards and oversees portfolio management, agile practices, business analysis, service design, user experience, and user-centered design, requiring deep expertise in portfolio planning, program operations, system design, application lifecycle management, and general IT practices.

Department of Health Care Access and Information Duty Statement

Essential Job Functions

30% IT Portfolio Project Management

Serves as the senior project manager for the Department's strategic data initiatives, acting as the technical liaison between Department Offices, the Portfolio Planning Branch, and OTS. Plans, coordinates, and delivers a portfolio of complex enterprise projects, ensures Branch operations align with HCAI and OTS strategies, and addresses stakeholder needs. Drives improvements in collaboration, performance, and processes; supports budget, procurement, and hiring planning; and leads Branch strategic and portfolio goal planning.

Coordinates the HCAI Enterprise Architecture program and Board, develop future-state architecture roadmaps, and support business architecture efforts tied to measurable outcomes. Responsibilities also include portfolio-level risk management, KPI dashboard development, research and proposal development, and alignment of Office operations. Incumbent leads data platform design workshops, tracks project milestones, ensures data projects meet quality, budget, and strategic objectives, and manages cross-functional teams to define scope, timelines, and resources. Maintains an enterprise-wide view of data initiatives, ensuring value and avoiding duplication, and apply industry standards across all project and system development phases.

25% IT Patterns and Practices Coach

Leads and mentors cross-functional project teams in State and departmental project management methodologies, providing expert guidance in data engineering, agile product management, and IT consultation. The role manages product backlogs, facilitates Scrum ceremonies, and develops tools and techniques for selecting, prioritizing, and governing projects aligned with organizational objectives.

Bridges business needs with data architecture and systems, delivers data-driven healthcare project outcomes, and collaborates with users, administrators, and engineers to define technical and business requirements. Coaches and trains staff across HCAI in portfolio management, agile practices, business analysis, service design, user experience, and user-centered design, maintaining the Planning and Management Branch as a center of excellence.

Establishes data governance practices, staying current with technology trends, supporting change management for new data solutions, preparing business cases and feasibility studies, documenting lessons learned, ensuring compliance with laws and policies, and overseeing planning and delivery of IT data projects across the enterprise.

25% Strategic Data Project Management

Serves as the Data Project Director, acting as the central link between business stakeholders, technical teams, and leadership to ensure enterprise data and analytics projects are delivered efficiently, on time, and aligned with strategic goals. Identifies data needs and opportunities, ensure projects support organizational objectives and ROI, and establish standardized frameworks and playbooks for consistent project execution. Oversees complex strategic IT and program projects, manages performance through metrics and dashboards, and leads data and analytics initiatives using Agile Scrum.

Department of Health Care Access and Information Duty Statement

Responsibilities include creating and maintaining project management plans, coordinating cross-functional teams, managing schedules and dependencies, and tracking costs, scope, and timelines. Communicates status and next steps to stakeholders, ensures deliverable acceptance, implements corrective actions, and supports project negotiations to keep efforts on track.

Manages leadership expectations, reports on portfolio performance, and delivers final project reports and lessons learned to executives, including the CIO. At project closeout, organizes all documentation for future reference and audits.

15% Customer and Stakeholder Relationship Management

Builds strong relationships with senior management, technical teams, staff, and key stakeholders while providing clear communication on project status, dependencies, and mitigation strategies. Independently resolves critical and complex stakeholder issues and regularly meets with project teams, sponsors, governance bodies, and external partners to review progress, address issues, and plan upcoming activities. Ensures consistent, transparent communication across the enterprise, promotes alignment with HCAI values, and facilitates project activities that support the development and communication of enterprise-wide IT methodologies and standards.

Marginal Job Functions

5% Perform other related duties as required.

Desirable Qualifications

- Develop and execute project roadmaps, using governance frameworks and industry's best practices
- Experience in healthcare data project portfolio management
- Possess understanding of data warehousing and data analytics
- Experience in risk management and compliance
- Understand and apply various project management methodologies, i.e. Scrum Agile, Waterfall, etc
- Lead complex enterprise level healthcare data projects across an organization
- Project management certifications

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.

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 electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

**Department of Health Care Access and Information
Duty Statement**

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed