Classification: Career Executive Assignment (CEA), Level B

Position Title: Assistant Chief Financial Officer – Financial Planning and Analysis

Position Number: 801-160-7500-002

Division/Branch: Financial Management Division

Location: Sacramento County

Job Description Summary

Under the general direction of the Chief Financial Officer (CFO), the Assistant Chief Financial Officer for Financial Planning and Analysis (ACFO) is responsible for the policy development that guides Covered California's financial planning and analysis functions and oversees the Budgeting, Systems, and Financial Planning and Analysis Units. The ACFO develops and establishes the financial policies related to long-term revenue and expenditure forecasting, participation fee rate setting, and budgeting framework to guide enterprise resource decisions, strengthen fiscal accountability, ensure financial solvency, and maintain long-term financial resilience in a self-funded enterprise environment. The ACFO establishes organization-wide financial planning and analytical standards to evaluate fiscal conditions, emerging risks, strategic investments, and long-term funding capacity. The ACFO acts as a strategic advisor to the CFO and Executive Director on these policy areas, ensuring that policy design and implementation support Board direction, statutory and regulatory requirements, market dynamics, Covered California's long-term fiscal sustainability, and mission to expand equitable access to affordable health care. Duties may include access to information systems containing protected enrollee information, including federal income tax information, protected health information and personally identifying information.

Job Description

25%(E)
Leads Covered California's financial planning function by developing planning standards, decision-making frameworks, and performance expectations that guide Covered California's multi-year fiscal strategy, in alignment with the financial strategy and governance direction of the CFO. Develops and leads enterprise financial planning policies related to long-range forecasting, fiscal scenario planning, planning assumptions, resource prioritization, and sustainable funding strategies. Establishes annual and multi-year planning cycles, decision processes, and reporting frameworks to ensure timely, consistent, and transparent financial planning across the organization. Establishes the methodology and decision criteria used to set and adjust participation fee rates in accordance with California Government Code, Title 22, Section 100503(n). Provides executive leadership in aligning financial planning activities with strategic priorities, operational demands, financial solvency, affordability goals, and long-term organizational commitments.

20%(E)
Directs the development and continuous refinement of enterprise forecasting policies, including methodologies for enrollment, long-term revenues, expenditures, and financial outlooks used in executive and Board-level decision-making. Establishes forecasting standards, model controls, data validation requirements, and analytical practices to ensure projections are credible, repeatable, and responsive to changing economic conditions. Directs complex scenario modeling involving market shifts, policy changes, economic conditions,

consumer behavior, and operational impacts to inform policy options and recommendations to the CFO and Executive Director. Recommends enterprise planning assumptions and analytical approaches to the CFO and Executive Director and advises on their implications for future fiscal conditions and organizational options.

20%(E)
Develops and implements the budgeting framework that governs the formulation, allocations, and monitoring of the annual budget, approved by the Board. Independently develops the policies governing Covered California's budget to ensure proper baseline budget development and management, budget change proposal (BCP) prioritization, fund allocation, and support of long-term fiscal sustainability. Leads the shift to a strategic, priority-based budgeting framework, consistent with GFOA and ICMA best practices, by developing and refining enterprise financial policies that tie BCPs to enterprise strategic goals.

15%(E)
Develops and leads financial risk management frameworks that identify, assess, monitor, and respond to risks affecting Covered California's fiscal health and long-term sustainability. Recommends and implements fiscal thresholds, reserve planning strategies, monitoring indicators, and escalation protocols for emerging revenue or expenditure risks. Develops corrective planning and response options when financial conditions significantly shift. Provides executive guidance to leadership regarding tradeoffs, mitigation strategies, and financial resilience under varying fiscal scenarios.

10%(E)
Leads the financial evaluation frameworks used to assess strategic investments, operational initiatives, new workload demands, and competing enterprise priorities. Provides strategic policy advice and decision support to the CFO, Executive Director, Executive Staff, and Board by translating financial analyses into clear options, impacts, and recommendations. Guides organization-wide resource planning decisions through structured fiscal analysis, affordability assessments, and long-term sustainability considerations. Ensures executive leaders have reliable financial intelligence to support informed, timely, and accountable decisions.

10%(E)
Provides executive leadership to financial planning staff and managers through strategic direction, performance accountability, workforce development, and succession planning. Builds a high-performing planning function grounded in analytical excellence, continuous improvement, collaboration, and service. Represents the financial planning function in executive forums, cross-divisional initiatives, audits, and high-level stakeholder engagements. Promotes a culture of fiscal stewardship, innovation, and enterprise thinking throughout the organization. Acts in place of the CFO, as needed, to participate in high-level policy deliberations and represent Covered California's financial position to external partners, consistent with the overarching financial strategy, governance, and statutory compliance responsibilities retained by the CFO.

Scope and Impact

a. *Responsibility for Decisions and Consequences of Error:* The incumbent provides leadership and management direction to research and forecasting staff in the development of research models and projections of enrollments, revenues and expenditures to determine sustainability and for budget planning purposes. The incumbent also provides direction to the financial adviser performing financial analyses of new legislation or regulations, various budget or financial scenarios, etc. to determine the financial impact of various strategies or scenarios. Inaccurate projections or conclusions from research projects, forecasting and financial analyses can provide a misleading picture of future incoming revenues into Covered California and in the long term, affect its sustainability and the program budget of each division and the ability of programs to cover its personal services and operating expenditures.

b. *Administrative Responsibility:* The incumbent has responsibility over 15 employees in the Budgeting, Systems, and Financial Planning and Analysis Units, which represents 26% of the positions in the division. The overall budget of approximately $10 million for personal services and operating expenses is for the entire division and is not allocated separately for programs within the division.
c. *Supervision Exercised:* The incumbent directly supervises the following classifications: Research Scientist Manager and Manager II. The incumbent indirectly supervises the following classifications: Research Data Supervisor I, Supervisor I, Accounting Administrator I (Supervisor), Research Scientist Supervisor I, Research Data Analyst II, Research Data Analyst I, Research Scientist III, Research Data Specialist II, Research Data Specialist I, and Associate Administrative Analyst (Accounting Systems).
d. *Frequent Internal Personal Contacts:* Financial Management Division leadership and staff, Executive leadership team, Executive Director, and Board of Directors.
e. *Frequent External Personal Contacts:* Department of Finance, other research entities (such as UCLA and UC Berkeley), consultants, the Legislature, the media and press, general public, etc.

Physical and Environmental Demands

a. *Work Environment:* Work in a climate-controlled office under artificial lighting; exposure to computer screens and other basic office equipment; office space is open and thus noisy; work in a high-pressure fast-paced environment, under time-critical deadlines; work long hours; must be flexible to workdays/nights, weekends and select holidays as needed; during peak periods, may be required to work overtime; appropriate dress for the office environment.
b. *Essential Physical Characteristics:* The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to regularly attend work as scheduled and be available to work outside the normal working hours when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods at desk using a keyboard, manual dexterity and sustained periods of mental activity are need; Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders.

Working Conditions and Requirements

a. *Schedule:* The incumbent must maintain normal and consistent work hours, averaging 40 hours per week. Work in excess of 40 hours per week is expected when necessary to complete assignments in a timely manner. Monday - Friday, 8:00 AM - 5:00 PM are core business hours.
b. *Travel:* May travel up to 5% of the time to satellite offices and for offsite meetings, trainings, and conferences.
c. *Other:* N/A