

Department of Health Care Access and Information Duty Statement

Employee Name (Vacant)	Organization Office of Technology Services Enterprise Risk Management Branch 
Position Number 441-175-1402-044	Telework Option Hybrid
Classification Information Technology Specialist I	Working Title Enterprise Data Governance Specialist
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date September 14, 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 direction of the Enterprise Risk Management Branch Chief (IT Manager I), incumbent serves as a subject-matter expert and support team member for the HCAI Enterprise Data Governance (EDG) program. The incumbent performs a variety of recurring, well-defined tasks as well as process improvements through innovative problem solving (within guidelines), and a scope involving one or more business area units, processes, and functions. The activities of this position are in the Business Technology Management domain.

The incumbent works closely with the EDG Program Coordinator (IT Specialist II) and other HCAI staff to continuously improve the Department's enterprise data governance capabilities, policies, processes, and practices. This position performs functions and provides services to stakeholders for EDG program adherence, documentation, and program maturity. In addition, the incumbent has primary responsibility for the EDG program's data catalog, knowledge repository, and overall digital presence.

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Essential Job Functions

35% Data Governance Subject-Matter Expertise

Under the direction of the Enterprise Risk Management Branch Chief, and with advice from the Enterprise Data Governance Program Coordinator, provide subject-matter expertise to HCAI stakeholders for the general domain of data governance. Maintain awareness of, and provide guidance related to, requirements for California state agencies as well as recommended industry frameworks, best practices, and norms. Support the work of data stewards, custodians, project teams, and other stakeholders with respect to HCAI EDG policy and process adherence. Assist with the development and maturation of HCAI's data governance capabilities.

30% Data Catalog and Business Glossary Support

In collaboration with the Enterprise Data Governance Program Coordinator, manage, facilitate, and continuously improve HCAI's enterprise data catalogs, business glossary, and related data governance activities. Assist with the maintenance of a centralized repository of metadata, ensuring data assets are timely, searchable, understandable, and trustworthy for business users and data professionals. Work with data governance program stakeholders to update and enhance the data catalog, business glossary, and governance practices. Promote a culture of data stewardship and inclusion by fostering collaboration among program areas, encouraging stakeholder engagement, and facilitating discussions.

15% Repository Management and Meeting Facilitation Support

Manage the Enterprise Data Governance knowledge repository in Microsoft SharePoint and Teams. Maintain consistent structure, file names, and storage of artifacts. Perform regular archiving functions. Assist with the creation and publication of meeting materials, including event schedules, agendas, minutes, and presentation content.

15% Digital Content Management

Develop and maintain the Data Governance program's digital presence. Develop, or assist with the development of tools for digital governance operations.

Marginal Job Functions

- 5%** Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position.

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

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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.

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