

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

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| <b>Employee Name</b><br>Vacant                                                                   | <b>Organization</b><br>Office of Technology Services<br>Infrastructure and Data<br>Operations Branch<br>Data Operations Section<br> |
| <b>Position Number</b><br>441-175-1414-007                                                       | <b>Telework Option</b><br>Hybrid                                                                                                                                                                                       |
| <b>Classification</b><br>Information Technology Specialist II                                    | <b>Working Title</b><br>Master Data Management(MDM) Architect                                                                                                                                                          |
| <b>Supervision Exercised</b><br>None                                                             | <b>Location</b><br>Sacramento                                                                                                                                                                                          |
| <b>Conflict of Interest:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | <b>Fingerprint/Live Scan:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                      |
| <b>Revision Date</b><br><b>September 2026</b>                                                    | <b>Effective Date</b>                                                                                                                                                                                                  |

**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, and 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 the general direction of the Data Operations Section Manager (IT Manager I), the Information Technology Specialist II – Master Data Management (MDM) Architect serves as the department's lead expert and technical authority for HCAI's enterprise Master Data Management platform. The incumbent is responsible for the maintenance, operations, and administration of the MDM environment and its mastered data domains, including the Master Member Index (HPD Member Index), the Provider Organization Index, and other current and future mastered domains such as the Master Facility Index and Master Address Table.

As the lead position, the incumbent applies a depth of leadership and expertise, performing a wide variety of tasks requiring innovative problem-solving where guidance is not readily available, and optimizing and applying architecture solutions for the benefit of the overall organization. The incumbent leads efforts to design and stand up new

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mastered domains, defines matching/linking and golden-record strategies, trains and mentors team members, and plays a major role in advising management and formulating MDM strategy and policy. The incumbent maintains clear communication with business partners and management, providing timely updates on progress, risks, and upcoming initiatives.

### **Essential Job Functions**

#### **35% Master Data Domain Operations & Maintenance**

Serves as the operational owner for the maintenance and day-to-day operations of HCAI's mastered data domains, including the Master Member Index (HPD Member Index), the Provider Organization Index, and other mastered domains. Monitors, tunes, and maintains data ingestion, matching, and consolidation processes that produce authoritative golden records from disparate, trusted source systems, which in some domains exceed 100,000 unconsolidated source records. Configures and maintains matching and linking rules, survivorship logic, and enterprise identifier (EID) assignment to ensure data quality, consistency, and accuracy across connected systems. Performs data steward and remediation activities, resolving match/merge exceptions, duplicate records, and data-quality issues while monitoring domain health and recommending corrective action. Responds to program data requests and enables sibling-agency and internal stakeholder use of the mastered indexes. Establishes and monitors data quality measures for mastered domains and identifies trends and areas for improvement. Oversees the onboarding and retirement of source systems, including source-data assessment, mapping, validation, and coordination of changes. Investigates complex issues with source-system integrations and data synchronization, working with system owners and technical teams to resolve issues.

#### **25% MDM Platform Administration**

Administers the enterprise MDM environment, including installation, configuration, patching, upgrades, and lifecycle management of the MDM platform and integrated tooling. Manages environment security, including role-based access controls, authentication, and alignment with Zero Trust and enterprise security standards, in partnership with the Security Operations team. Designs and maintains backup, recovery, and disaster-recovery strategies, and monitors and audits system capacity, performance, and reliability of the MDM environment. Performs configuration and release management for MDM system components and verifies stability, interoperability, portability, security, and scalability of the architecture. Establishes and maintains monitoring and alerting for MDM services, interfaces, jobs, and system components to identify performance issues, processing failures, capacity constraints, and service disruptions. Leads the diagnosis and resolution of MDM production issues, performing root cause analysis and implementing corrective actions to improve platform stability and reliability. Manages MDM environments, including

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configuration synchronization, deployments, environment refreshes, and validation of changes.

### **20% Mastered Domain Development & Architecture Leadership**

Leads efforts to design, architect, and implement new mastered data domains, including problem definition, source analysis, entity-relationship design, process flow design, and integration into existing HCAI application architectures. Plans, designs, and implements enterprise data models using standardized modeling tools to align MDM solutions with business strategies. Advises management and formulates MDM strategy, standards, and policy, and provides cost-benefit or return-on-investment analysis and implementation plans for new domains and enhancements. Partners with enterprise architects, data governance, and program stakeholders to define authoritative sources, data-sharing agreements, and interoperability requirements. Leads requirements gathering and technical analysis for new mastered domains and major enhancements, translating business requirements into entity models, source mappings, matching strategies, survivorship rules, workflows, and integration specifications.

### **15% Subject-Matter Expertise, Training & Documentation**

Serves as the department's recognized expert on the MDM platform, providing technical consultation and guidance to management, technical teams, and program partners. Leads, mentors, and cross-trains team members and provides knowledge-transfer sessions supporting succession planning and organizational resilience. Develops and maintains comprehensive documentation, including architecture diagrams, ERDs, process flows, administration runbooks, standards, and operational procedures. Develops and delivers MDM training for data stewards, technical staff, and program stakeholders.

### **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 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.

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**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.

| <b>Employee Name</b> | <b>Employee Signature</b> | <b>Date Signed</b> |
|----------------------|---------------------------|--------------------|
|                      |                           |                    |

**Supervisor Statement**

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

| <b>Supervisor Name</b> | <b>Supervisor Signature</b> | <b>Date Signed</b> |
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