

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

Employee Name Vacant	Organization Office of Technology Services Infrastructure and Data Operations Branch Data Operations Section 
Position Number 441-175-1414-009	Telework Option Hybrid
Classification Information Technology Specialist II	Working Title GIS Architect
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date September 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, 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 GIS Architect serves as the enterprise GIS engineering authority within the Data Operations Section (DOS), responsible for planning, designing, modernizing, and administering HCAI's geospatial systems and authoritative geographic datasets. The incumbent functions as the application-tier owner of ArcGIS Enterprise and ArcGIS Online, ensuring secure, resilient, and well-governed geospatial services that support workforce forecasting, facility oversight, regulatory program needs, accessibility modeling, and public-facing dashboards.

The role is also responsible for the architectural integrity of spatial ETL/ELT pipelines, geocoding and address-resolution functions, geographic schema design, and spatial data harmonization across multiple program areas. The GIS Architect collaborates with engineering, analytics, program staff, and infrastructure teams to align spatial workflows,

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ensure consistent update timing, and maintain authoritative geographic boundaries used for analysis, reporting, public transparency, and program operations. The incumbent provides expert consultation on spatial architecture, supports modernization efforts, and ensures enterprise GIS systems remain compliant with governance, metadata standards, access controls, and security requirements.

Essential Job Functions

40% Enterprise GIS Architecture, Spatial Pipelines, and Authoritative Geodata Stewardship

The incumbent leads the design, modernization, and governance of HCAI's enterprise GIS architecture, ensuring all spatial ETL and ELT pipelines are accurate, resilient, and aligned with analytic, operational, regulatory, and reporting needs across HCAI programs.

The role maintains stewardship over authoritative geographic boundaries—such as HPSA, MSSA, Rural Health regions, OHWD workforce regions, facility datasets, and census-derived geographies—ensuring these datasets remain versioned, validated, documented, and consistently structured for enterprise consumption. The GIS Architect develops and maintains spatial transformation logic, lineage tracking, schema evolution practices, harmonization strategies, metadata standards, and controlled rollout processes that support reliable multi-program spatial modeling and analytics.

The position also owns geocoding and address-resolution workflows, including performance optimization, accuracy scoring, normalization logic, and high-volume processing necessary for statewide analytic and regulatory data products. The incumbent ensures spatial pipelines integrate seamlessly with HCAI's EDW, Lakehouse, staging layers, APIs, and analytic tools to maintain spatial integrity, timeliness, and reliability across the enterprise.

30% ArcGIS Enterprise and ArcGIS Online Application Administration

The GIS Architect serves as the application-tier administrator for ArcGIS Enterprise and ArcGIS Online, responsible for configuration integrity, performance tuning, service optimization, catalog organization, content lifecycle management, and alignment with enterprise governance and security policies.

The incumbent plans and executes upgrade pathways, patch cycles, version compatibility validation, migration strategies, service publication workflows, and architectural documentation.

The role defines, manages, and enforces enterprise roles, groups, sharing models, and access controls for internal staff and authorized external partners.

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The GIS Architect collaborates closely with Infrastructure & Operations teams to ensure server-tier readiness, security compliance, throughput planning, system reliability, and sustainable resource utilization necessary for statewide geospatial operations.

15% Spatial Analytics Integration, Modeling Readiness, and Cross-Program Alignment

The incumbent translates complex analytical, regulatory, and operational requirements into GIS-ready datasets, interfaces, and spatial workflows that support multi-program modeling, workforce projections, facility oversight, affordability analyses, accessibility scoring, and dashboard publication.

The role develops and validates advanced spatial logics such as proximity analysis, drive-time modeling, network-based accessibility, regional scoring, and derived geospatial measures assuring they meet program needs and analytic requirements.

The GIS Architect coordinates ingestion timing, schema alignment, interface updates, spatial logic verification, integration troubleshooting, and multi-program alignment to maintain consistent, documented, and reliable spatial products across offices.

Additionally, the role ensures spatial datasets, authoritative boundaries, and enterprise GIS services remain structured for consumption by systems, dashboards, analytic pipelines, and reporting workflows.

10% Collaboration, Leadership and Governance

The GIS Architect develops enterprise GIS standards, architectural patterns, stewardship practices, metadata rules, testing methodologies, and reusable components that strengthen HCAI's geospatial engineering discipline.

The incumbent mentor's staff, supports training initiatives, conducts peer reviews, guides modernization activities, and contributes to cross-team governance efforts, including data stewardship councils, metadata review processes, access control implementation, and spatial governance frameworks.

The role evaluates emerging GIS tools, platform enhancements, spatial design approaches, automation techniques, and architectural trends to improve reliability, transparency, performance, and maintainability of enterprise GIS systems.

Marginal Job Functions

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- 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.

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 them and have provided a copy of this duty statement to them.

Supervisor Name	Supervisor Signature	Date Signed