DUTY STATEMENT

Classification: Information Technology Specialist I	
Working Title: DataOps Specialist	
Program: Enterprise Data and Information Management	
Division: Health Information Management	
Branch: Exchange Design	
Section: Data Exchange	
Unit: Integration	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 803-395-1402-XXX
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

Under the direction of an Information Technology Supervisor II in the Health Information Management Division (HIMD), the Information Technology Specialist I (ITS I) may perform a wide variety of tasks requiring regular innovative problem solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas and involves planning, developing, and implementing technological solutions essential to the mission of HIMD. The incumbent applies data management principles to benefit the overall organization and advises management on business strategy and policy. This includes monitoring data access and ensuring proper data exchanges and data collection efforts align with federal laws and departmental data quality standards and policies. The incumbent also collaborates with external project teams on small to mid-size projects as a member of the Data Operations (DataOps) Design and Integration Team.

The purpose of HIMD, within Enterprise Data and Information Management (EDIM), is to establish, implement, and oversee the management of data throughout the data lifecycle, supporting organizational objectives and enabling high-quality decision-making.

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	**Essential Functions**
40%	Perform feasibility studies and technical systems, or business technology analysis related to HIMD projects, including but not limited to California Advancing and Innovating Medi-Cal (CalAIM) and other enterprise projects and programs. Serve at the journey level to provide consultation in support of data management activities with knowledge and skills in data management principles, services, components, trends, interfaces, protocols, and data architecture. Coordinate and liaise with staff and management in data management roles, data owners, data stewards, and data custodians to help support implementation of data management strategies in alignment with industry standards. Apply knowledge of healthcare interoperability and data exchange, leveraging Health Level Seven International (HL7) Fast Healthcare Interoperability Resources (FHIR), US Core, Da Vinci Implementation Guides, and other healthcare interoperability standards to advance secure, scalable, and standards-based data exchange. Contribute to the design, enhancement, and monitoring of data dictionaries and mapping documents to ensure the accuracy, consistency, and standardization of data across systems. Create and edit documents supporting all activities in compliance with DHCS Writing Style Guidelines and other departmental policies.
25%	Prepare, develop, update, & maintain companion guides and technical documentation to support Health Care Data Exchanges & Integration activities. Ensure all guides align with HL7 and FHIR standards, and other relevant interoperability standards when applicable. Incorporate clear instructions, data element definitions, data dictionaries, and mapping document references to support standardized communication between data submitters, system integrators, and program staff. Continue participating in project documentation efforts, project evaluations, stakeholder communication, presentations, and training activities as outlined in departmental guidance. Ensure all documentation and instructional materials support the objectives of HIMD and DHCS Services while promoting consistency, clarity, and alignment with enterprise data exchange practices.

Description of Duties:	
% of Time	**Essential Functions**
20%	Perform data management and data analysis activities that support data quality, data exchange, or data visualizations such as transforming data from various program systems into program-specific subsets to support automated data reporting, business process improvements, and integration of existing systems, including but not limited to, Medi-Cal Eligibility Data System (MEDS), Post Adjudicated Claims and Encounter System (PACES), and the Management Information System/Decision Support System (MIS/DSS). Perform tests to ensure data integrity is in compliance with departmental standards. Implement additional data strategies that will support reports which can also be published to the California Health and Human Services Agency Open Data Portal. Support data submitters with technical assistance, data quality feedback, and other activities that drive high data quality.
10%	Using data collected, create performance criteria and data marts for various projects and initiatives using data management tools. Use data management tools to build and implement models, using/creating algorithms, and creating/running simulations with data-based insights. Maintain and support custom data tools. Provide technical guidance on information architecture-related topics. Support data literacy within EDIM and throughout DHCS by assisting with the development and maintenance of data exchange and delivery of data architecture models, designs, specifications, processes, policies, standards, reporting, and tools developed to support data management, interoperability, automation, analytics or system integration objectives. Evaluate date projects through technical reports, deliverables, walkthroughs, and demonstrations. Participate in procurement activities including statements of work, requirements, minimum qualifications, proposal evaluation and scoring, vendor demonstration.

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Perform other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):
Information Technology Supervisor II.

Supervision Exercised: (check all that apply) ☑ Non-Supervisory Classification / None
☐ Clerical Staff ☐ Analytical Staff ☐ Technical Staff
☐ Professional Staff ☐ Supervisory Staff ☐ Managerial Staff

Special Requirements:
☐ Medical Evaluation /Clearance ☐ Typing Certificate ☐ Valid Driver's License
☐ Background Check / Finger Printing Clearance
☐ Valid Professional License (please specify): _____

Desirable Qualifications:

Demonstrate extensive knowledge of information technology governance; mission-critical business processes and systems; and methods for requirements gathering, designing, developing, optimizing, and integrating data using best practices. Possess knowledge of system specification design and documentation; information technology service delivery; data exchange life cycles; data project organization in JIRA; and data element structure and mapping. Experience implementing interoperability standards such HL7, Fast Healthcare Interoperability Resources and FHIR in health data exchange environments. Experience developing data dictionaries, mapping documents, and contributing to companion and technical guides. Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and the Data Management Body of Knowledge (DMBOK). Ability to build cooperative stakeholder relationships, communicate change impacts, act independently with flexibility and tact, apply logical reasoning, and manage multiple concurrent projects effectively.

Working Conditions (Check all that apply):
Prolonged Periods of:
☐ Standing ☑ Sitting ☐ Kneeling ☐ Bending
Travel May be Required:
☐ Occasional ☐ Over Night
Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
Harold Snyder	Harold Snyder Digitally signed by Harold Snyder Date: 2026.10.20 16:24:02 -07'00'	10/20/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. **Essential Functions:** Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. **Marginal Functions:** Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. **Under Close Supervision:** Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. **Under Supervision:** The position is subject to continuous and direct control. **Under General Supervision:** The position is subject to a minimum of continuous and direct control. **Under Direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker. **Under General Direction:** This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. **Under Administrative Direction:** This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).