

DUTY STATEMENT

Classification: Career Executive Assignment (CEA), Level B	
Working Title: Chief, Medi-Cal Enterprise Systems Modernization Division	
Program: Enterprise Technology Services	
Division: Medi-Cal Enterprise Systems Modernization	
Branch:	
Section:	
Unit:	
Office Location: 1500 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: M01	Position Number: 802-360-7500-001
Bilingual Position: ☐ Yes ☐ No	Specify Language:
<p>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.</p>	
<p>Job Summary:</p> <p>Under the general direction of the Assistant Deputy Director, Enterprise Technology Services (ETS), the Chief, Medi-Cal Enterprise Systems Modernization Division (MESMD), CEA Level B, serves as Department of Health Care Services' (DHCS) executive leader for modernization and continuous improvement of enterprise technology platforms and products. The Chief, MESMD leads information technology (IT) and policy-related activities for MESMD functions including IT Product Development & Delivery, Data Support Services, and Business Automation and fosters an innovation-oriented culture emphasizing experimentation, agile delivery, cross-functional collaboration, and forward-looking solution design.</p> <p>As a member of the ETS leadership team, the Chief, MESMD provides executive oversight of division operations, governance, and fiscal management; leads the transition from project-based delivery to a product, platform, and service-oriented operating model; and directs platform lifecycle management from strategy through modernization. Operating in a complex, matrixed environment, the Chief, MESMD mobilizes high-performing teams and translates strategic initiatives into measurable outcomes.</p> <p>The Chief, MESMD, is a member of DHCS Executive Staff. The Chief, MESMD is subject to the Department's Conflict of Interest Code and filing a Statement of Economic Interests (Form 700) upon assuming office, annually, and upon leaving office.</p>	

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
30%	<p>Enterprise Data, Platform & Service Management: Leads enterprise data, platform, sourcing, and service strategies by aligning technology, product, engineering, security, and business objectives; embedding data, architecture, and operational requirements across the lifecycle; establishing governance for data quality, privacy, vendor partnerships, procurements, contracts, service delivery, and platform operations; and leveraging operational, financial, and performance insights to drive secure, scalable, high-performing services, continuous improvement, modernization, data-informed decision-making, sustainable capability development, and long-term enterprise value.</p>
20%	<p>Enterprise Technology, Platform Strategy, & Governance: Leads enterprise technology and platform strategy multi-year modernization roadmaps, target-state architecture, shared/reusable capabilities, integration, cloud, cybersecurity alignment, interoperability, and lifecycle management. Establishes governance and investment frameworks aligning architecture, priorities, funding, sourcing, security, data, delivery, operations, risk, and outcomes; provides executive decision-making on complex investments balancing enterprise value, innovation, sustainability, cost, reuse, and long-term needs. Guides DHCS transformation from legacy, project-centric delivery to a scalable product, platform, and service-oriented enterprise.</p>
20%	<p>Factory & Engineering – Platform Build and Delivery: Matures Factory & Engineering capabilities and operating models (standards, automation, DevSecOps, quality) to design, build, integrate, test, deploy, and evolve enterprise platforms. Oversees architecture and engineering execution to ensure platforms are secure, resilient, interoperable, maintainable, and operationally sustainable; sets engineering performance measures covering delivery reliability, security, technical debt, automation, scalability, maintainability, and platform health; and drives continuous improvement and effective handoffs from build into production.</p>

Description of Duties:	
% of Time	Essential Functions
15%	<p>Enterprise IT Product & Platform Management:</p> <p>Establishes and leads product/platform management strategy and operating model ownership, governance, life-cycle management, roadmaps, prioritization, investment, and outcomes. Aligns roadmaps with enterprise strategy and DHCS priorities while balancing stakeholder needs, reuse, sustainability, engineering capacity, risk, and total cost of ownership; builds organizational capability via professional standards and communities of practice; and ensures full lifecycle management from strategy and funding through launch, operations, optimization, modernization, and retirement.</p>
10%	<p>Executive Leadership, Talent & Organizational Capability:</p> <p>Builds a high-performing technology organization through attraction, development, retention, promotion, succession, and critical capabilities. Develops and implements administrative policies and organizational structures, procedures, and practices. Plans and manages the MESMD budget. Leads within a complex, federated, and politically sensitive environment using collaboration, influence, negotiation, and executive presence to align diverse stakeholders and achieve enterprise outcomes; builds trust and alignment across executives, programs, partners, counties, vendors, and external stakeholders around modernization priorities.</p>

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Leads special projects as requested by the Assistant Deputy Director, ETS, and the ETS Deputy Director, and performs other duties as required based on operational business needs.

Supervision Received: Under General Direction by the (enter supervisor classification):Career Executive Assignment Level B.**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:**

- Strong leadership, interpersonal, and problem-solving skills.
- Executive leadership of technology transformation in government, healthcare/Medi-Cal, or other highly regulated environments; and familiarity with Medi-Cal enterprise systems and state/federal requirements (interoperability, privacy, and security).
- Knowledge of record building, modernizing, scaling, and operating enterprise technology platforms by establishing platform strategies, operating models, engineering capabilities, and lifecycle practices.
- Experience leading large engineering organizations and complex enterprise environments by integrating product, platform, engineering, architecture, data, and operations into a cohesive operating model.
- Understanding of modern software and platform engineering, cloud, DevSecOps, automation, integration, quality engineering, reliability, and technology operations.
- Expertise in complex technology procurements, sourcing strategies, platform vendors, and strategic partnerships and vendor performance governance.

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:

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,

	<p>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'.</p> <p>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.</p>
Supervision Received:	<p>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.</p> <p>Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.</p> <p>Under Supervision: The position is subject to continuous and direct control.</p> <p>Under General Supervision: The position is subject to a minimum of continuous and direct control.</p> <p>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 journey person or fully qualified worker.</p> <p>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.</p> <p>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.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
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:	<p>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.</p> <p>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).</p>