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A. GENERAL INFORMATION

1. Date

2025-10-09

2. Department

HCAI

3. Organizational Placement (Division/Branch/Office Name)

HCAI / Data and Affordability

4. CEA Position Title

Assistant Director (AD)

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

Under the general direction of the Director, the AD leads day-to-day operations of a strategic group of policy and programs to advance health care data and affordability to achieve the mission of the Department. The AD acts as the Director's senior executive in the formulation, administration, and implementation of health care data and affordability policies, and works collaboratively with those Deputy Directors to plan, develop, and implement all aspects of the department's related activities and ensures the smooth and efficient operation of HCAI data and affordability programs. In collaboration with the Director and the Chief Deputy Director, provides leadership and direction to department's divisions administering data and affordability programs, including Health Information, Clinical Innovation, Data Exchange, Technology Services and the Office of Health Care Affordability. The AD acts on behalf of the Chief Deputy Director in their absence and represents the Director, and the department before the Legislature and legislative groups, control agencies, and other governmental agencies and public groups. The AD serves the department as a member of the Director's Office and participates in HCAI strategic planning as a member of the Executive Management Team.

6. Reports to: (Class Title/Level)

Director

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st 2nd 3rd 4th 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The AD of Data, Affordability and Artificial Intelligence (AI) is a key executive leader responsible for overseeing strategic health data integration and affordability initiatives across the Department. Reporting to the Director, the AD manages a unified data portfolio, including OHCA, OHI, DxF, OTS, and Clinical Innovations, to advance a secure, interoperable, and person-centered health data infrastructure aligned with the CalHHS Data Strategic Plan. The SDD leads enterprise-wide data governance, AI policy, and analytics strategies that drive innovation, improve health care access, and support data-informed decision-making. The role ensures compliance with ethical, legal, and privacy standards, and guides legislative implementation, performance evaluation, and strategic planning. The AD fosters an AI-literate, data-driven culture, directs workforce readiness initiatives, and represents the Department in high-level external forums, contributing to statewide health data system improvement, equity, and affordability.

Strategic Planning and Leadership

The AD serves as the principal policymaker for enterprise data governance, analytics, and AI within the Department. The AD formulates, approves, and enforces a comprehensive data and AI strategy that advances the Department's mission and delivers meaningful improvements in health care affordability data, access, and outcomes. This includes identifying and prioritizing high-impact AI use cases with measurable benefits expanding equitable access to quality, affordable health care for all Californians across the state's health systems. The AD sets binding policy for AI requirements, ethics, and risk management, and adapts strategy in response to emerging technologies, regulatory changes, and new legislative mandates.

AI Development, Deployment, and Technology Oversight

The AD establishes enterprise policies governing the full AI lifecycle, from development to deployment, in collaboration with executive leadership, including the Chief Information Officer and Chief Data Officer. These policies define technical, ethical, and security requirements for AI solutions and are applicable across all divisions. The AD ensures that AI tools and systems align with enterprise architecture standards, comply with relevant laws, and are designed to scale safely and effectively in support of the Department's programs and the populations they serve.

Data Governance and Analytics

The AD sets and enforces standards for data acquisition, stewardship, quality assurance, interoperability, accessibility, and privacy across all Departmental data assets. These governance policies enable secure, standards-based data sharing and integration across programs, promote consistent use of performance metrics, and support transparent, data-informed decision-making. The AD's leadership ensures that the Department's data infrastructure is trusted, accurate, and actionable for internal and external stakeholders alike.

Policy, Ethics, Governance, and Compliance

As the authority on data and AI policy, the AD is responsible for establishing and enforcing ethical standards, privacy protections, and compliance with state and federal regulations. This includes leading the development of policies that promote transparency, prevent bias, and safeguard individual rights in all data and AI-enabled systems. The AD ensures full compliance with applicable legislation and executive orders, and directs compliance monitoring, reporting, and remediation efforts to mitigate risk and maintain public trust.

Organizational Change Management and Workforce Development

The AD leads the Department's efforts to build a data-driven, AI-literate culture through strategic change management and workforce development. This includes issuing training policies and requirements that promote ethical and effective use of data and AI, advancing staff readiness, and fostering organization-wide support for innovation. The AD ensures that education, outreach, and engagement efforts support adoption of new technologies while maintaining alignment with the Department's mission and operational priorities.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: HCAI's mission is to expand equitable access to quality, affordable health care for all Californians through resilient facilities, actionable information, and the health workforce each community needs.

HCAI monitors the construction, renovation, and seismic safety of hospitals and skilled nursing facilities and provides loan insurance to assist the capital needs of California's not-for-profit healthcare facilities. HCAI is the leader in collecting data and disseminating information about California's healthcare infrastructure and healthcare outcomes. The Department promotes an equitably distributed healthcare workforce and publishes valuable information about healthcare outcomes.

The AD is a key executive leader within the Department, responsible for the strategic direction, oversight, and integration of major programs that support statewide health data infrastructure, AI, and affordability data initiatives. Reporting directly to the Director, the AD leads a unified portfolio that includes OHCA, OHI, DxF, OTS, and Clinical Innovations. These offices will operate under a consolidated governance and policy framework to drive alignment, promote innovation, and ensure coordination across California's health data systems, in line with the California Health and Human Services Agency (CalHHS) Data Strategic Plan.

The AD serves as the Department's chief policymaker for enterprise data governance, advanced analytics, and AI. The incumbent establishes binding policies related to AI ethics, risk management, security, and data standardization, while identifying high-impact AI use cases to improve affordability, equity, and care delivery outcomes data. In partnership with the CIO and CDO, the AD ensures data systems are secure, interoperable, and scalable. The role also includes oversight of data privacy, accessibility, and performance metrics, guiding strategic use of data across programs and enabling transparent, data-driven decision-making within the Department and across CalHHS.

As a member of the Executive Management Team, the AD leads cross-departmental strategic planning, operational oversight, fiscal management, and policy development. The incumbent drives workforce development and organizational change initiatives to build a data-literate, AI-ready culture that supports long-term innovation. The AD also represents the Department in high-level engagements with the Governor's Office, Legislature, CalHHS, and other state and federal partners, leading collaborative efforts to advance data-sharing, AI governance, and affordability strategies statewide. Through this leadership role, the AD ensures California remains at the forefront of equitable, data-driven health care reform

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

In recent years HCAI has undergone a substantial transformation in both scale and complexity due to the passage of new legislation, the transfer of key programs, and the launch of high-impact state initiatives. These changes have expanded HCAI's responsibilities far beyond its historical functions, requiring a broader range of expertise and greater executive capacity. The AD of Data, Affordability, and AI is critical to the success of the expanded portfolio. Now encompassing enterprise data integration, expanded affordability data, strengthened AI governance, and an intensified focus on health equity strategy, this portfolio requires clear alignment and strategic coherence. The AD provides a unifying framework to align priorities, guide execution, and ensure coordinated progress across these interconnected focus areas.

The need for this position is driven by a series of significant changes to HCAI's role in the health policy ecosystem. In 2025, HCAI assumed responsibility for the Office of the Patient Advocate (OPA) and the Data Exchange Framework (DxF), two major functions previously housed at CalHHS. These transfers added critical responsibilities in statewide health equity reporting, consumer transparency, and data exchange framework, areas that require strong strategic alignment with the broader goals of HCAI and CHHS. Simultaneously, new laws such as SB 779 (2023), AB 1331 (2023–2024), and SB 660 (2025–2026) expanded HCAI's authority over clinic data modernization, oversight of data sharing agreements, and implementation of the statewide interoperability infrastructure. These initiatives demand not only technical oversight but also cross-sector policy coordination and compliance, which the current leadership structure is not designed to support holistically.

Furthermore, the Department's role in AI governance and digital privacy has expanded significantly due to the enactment of new legislation such as AB 1355, AB 322, AB 1018, and SB 896. These laws introduce new requirements for state agencies related to the ethical use, transparency, and oversight of automated technologies and data-driven systems. HCAI is increasingly responsible for aligning its data and AI practices with these evolving standards, including obligations around risk mitigation, bias testing, and accountability mechanisms. These responsibilities demand advanced technical, regulatory, and ethical leadership, functions not currently housed within a single executive role. The AD will fill this gap by serving as the central authority to ensure the Department's data and AI strategies are secure, transparent, compliant, and equity-focused. The scope and pace of these changes have outgrown the Department's existing leadership framework, which remains siloed by program rather than function. Major initiatives, such as AI risk management, affordability data benchmarking, clinical transformation, and public data transparency, are deeply interconnected and must be managed through a unified lens. The proposed AD will consolidate leadership across a strategic portfolio that includes the OHCA, OHI, OTS, Clinical Innovations, and DxF. This unified oversight structure will not only improve internal coordination but will also ensure that the Department is fully equipped to engage with external partners, from legislative stakeholders to federal regulators, on emerging and complex policy matters.

The AD fills a critical gap in executive capacity by providing cross-cutting leadership over the Department's expanding responsibilities in data strategy, digital protections, AI governance, and health care affordability data. As the scope and complexity of these efforts grow, there is an urgent need to consolidate oversight under one specialized umbrella to ensure coherent policy development, consistent implementation, and strategic alignment across all related programs. The AD provides this dedicated leadership, unifying enterprise-wide initiatives that currently operate in functional silos and ensuring they work in concert to meet legislative mandates and public expectations. As California continues to lead nationally in data-driven, equitable, and affordable health care reform, the AD will be essential to operationalizing and sustaining these reforms through integrated oversight, policy coordination, and accountable execution.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

1. AI Governance and Compliance Policy

Policy Area: Develop and enforce the Department's enterprise-wide AI governance framework to comply with state mandates, including SB 896 (Generative AI Accountability Act), AB 1018 (Automated Decision Systems regulation), AB 2013 (AI training data transparency), and Executive Order N-12-23 (ethical AI use in state agencies).

Statewide Impact: Ensures responsible and transparent AI integration across California's health care data systems, preventing bias, protecting privacy, and ensuring public trust. These policies will influence how AI is used in high-impact areas such as affordability data monitoring, patient experience, and system performance, shaping the ethical foundation for AI across health-related agencies statewide.

2. Enterprise Health Data Governance and Interoperability Policy

Policy Area: Establish and maintain standards for health data acquisition, stewardship, quality, interoperability, and privacy across HCAI's enterprise systems, aligned with AB 1331, SB 660, and the California Health and Human Services (CalHHS) Data Exchange Framework (DxF).

Statewide Impact: Creates a secure, person-centered health data infrastructure that supports real-time data sharing, improves care coordination, and enables public transparency. These policies will impact providers, payers, and health systems across all regions, improving access to actionable data and supporting state goals around health equity, emergency response, and system accountability.

3. Digital Privacy and Consumer Data Protection Policy

Policy Area: Lead development of Department-wide policies that align with AB 1355, AB 322, and related privacy legislation to protect consumer data and ensure explicit consent requirements are upheld in digital health tools and AI-enabled platforms.

Statewide Impact: Enhances public trust and safeguards individual privacy rights by ensuring health-related entities comply with stricter data handling and transparency standards. This policy will influence how health information is collected, used, and shared across the state, especially in emerging technologies and AI systems used by public and private health organizations.

4. AI and Data Ethics & Risk Management Policy

Policy Area: Create and implement policies for ethical AI and data use, including safeguards for algorithmic fairness, bias testing, auditability, opt-out rights, and cybersecurity, as required by AB 1018 and SB 896.

Statewide Impact: Protects civil rights and ensures equity in AI-enabled decision-making processes that affect access to health services, affordability assessments, and resource allocation. These policies reinforce public trust and establish HCAI as a leader in responsible digital governance within the broader health care ecosystem.

5. Cross-Agency Data and Innovation Integration Policy

Policy Area: Coordinate cross-cutting data and AI policy across major Department programs including OHCA, OHI, Clinical Innovations, and OTS, and lead interagency collaboration with CalHHS, DHCS, and other partners.

Statewide Impact: Breaks down silos across critical health programs, enabling unified strategies that improve health system performance, equity reporting, and technological innovation. This coordination ensures that statewide health policy is implemented efficiently, transparently, and in alignment with evolving public health, digital privacy, and affordability goals

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The AD of Data, Affordability, and AI holds broad, enterprise-level policy-making authority over HCAI data governance, health care affordability data, and AI programs. This executive position is responsible for setting binding policy across HCAI's major program areas, including OHCA, OHI, DxF, Clinical Innovations, and OTS, functions that now operate under a unified strategic umbrella. The AD's decision-making authority encompasses the development and enforcement of enterprise policies governing ethical, secure, and transparent AI use, in alignment with laws such as SB 896 (GenAI Accountability Act), AB 1018 (Automated Decision Systems), AB 2013 (AI transparency), and Executive Order N-12-23.

The AD also has final authority to establish HCAI standards for health data governance, including acquisition, stewardship, interoperability, privacy, and quality assurance, in alignment with mandates such as AB 1331, SB 660, and the Data Exchange Framework (DxF). This includes determining policy priorities for the integration and oversight of affordability data, privacy protections under AB 1355 and AB 322, and system-wide reporting mechanisms to improve transparency and public accountability. The AD approves cross-agency agreements, data-sharing protocols, and oversight mechanisms to manage risk and ensure compliance with evolving digital, privacy, and AI regulations.

This decision-making authority is final within the assigned program areas and binding across all divisions of HCAI. It directly impacts statewide health data infrastructure, cost transparency initiatives, AI risk mitigation strategies, and digital policy alignment. Through this role, the AD ensures that the Department's enterprise strategy keeps pace with rapidly changing legislative requirements, while driving innovation and equity in California's health care system.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The AD of Data, Affordability, and AI will both develop new policy and interpret and implement existing policy across HCAI's expanding enterprise data, affordability, and AI portfolio. New policy development will focus on establishing standards for data integration, affordability reporting, privacy protections, and ethical AI governance in alignment with legislation such as SB 896, AB 1018, AB 1355, and Executive Order N-12-23. Implementation duties include operationalizing complex legal and regulatory mandates, translating them into actionable policies, and ensuring consistent application across HCAI's programs and affiliated stakeholders. This dual role is essential to managing rapid technological and regulatory change while ensuring transparency, accountability, and equity in how data and AI systems are used to support California's health care infrastructure.