Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR’s Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR’s website does not indicate CalHR support for the proposal.

### A. GENERAL INFORMATION

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<th>1. Date</th>
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<td>10/14/2022</td>
<td>Department of Health Care Access and Information (HCAI)</td>
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3. Organizational Placement (Division/Branch/Office Name)

| Information Services Division |

4. CEA Position Title

| Deputy Director/Chief Information Officer |

5. Summary of proposed position description and how it relates to the program's mission or purpose.

(2-3 sentences)

The Deputy Director/Chief Information Officer (CIO) of the Information Services Division has executive leadership responsibility for delivery and oversight of all division programs and services, including the planning, development, implementation, administration, and assessment of the Department of Health Care Access and Information (HCAI) policies, programs, and procedures related to its information technology (IT) and health data operations. The CIO is primarily responsible for fiscal stewardship, budget, stakeholder management, and policy and strategy oversight of all division programs and services. In this role, the Deputy Director/CIO is integral to HCAI's mission to advance safe, quality healthcare infrastructure and healthcare outcomes. The Deputy Director/CIO has primary responsibility for interface with and accountability to the HCAI Directorate regarding the centralization and leveraging of all data and information assets to meet HCAI's business needs. The Deputy Director/CIO provides policy oversight related to legislated program mandates, and acts as the liaison to top level managers, private and public sector healthcare industry representatives, the Legislature, the Governor's Office, California Health and Human Services Agency, and state, federal, and local governmental agencies.

6. Reports to: (Class Title/Level)

| Chief Deputy Director |

7. Relationship with Department Director (Select one)

- [x] 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
- [x] 2nd
- [ ] 3rd
- [ ] 4th
- [ ] 5th (mega departments only - 17,001+ allocated positions)
9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Provides oversight and direction of all division programs to ensure the most effective, innovative, and transparent use of information technology (IT) solutions to meet the business goals of the Department, and to ensure the most innovative strategies for collection, analysis, and reporting/distributing of quality data on California’s health, healthcare infrastructure, and healthcare workforce. This includes consulting with representatives of the Governor’s Office, California Health and Human Services Agency (CHHS), and HCAI’s Director/Chief Deputy Director, and for overseeing and providing accountability for policy analysis and recommendations with respect to these areas.

Oversee recommendations and implementation of strategies to meet IT policy requirements of the California Department of Technology (CDT) framework for Enterprise Architecture and CDT’s strategic plan for overall direction of IT in the state. Responsible for monitoring national, state, and industry trends to respond with innovative and responsible strategies and policies that further the department’s mission and meet client needs.

Responsible for proactively planning, executing, and overseeing division-wide strategy and policy, to further program performance and help HCAI meet its mission. Provides executive level evaluation and accountability for the development and implementation of HCAI data collection, analysis, and reporting standards to meet policy and formatting requirements of the CHHS Open Data Portal Initiative.

Represents HCAI on the California Health Data Project, a coalition between CHHS, local governments, and the public with the purpose of ensuring that the health and healthcare data collected by the State of California is easily accessible and useful to a variety of audiences and organizations.

Exercises management oversight and accountability for the division programs’ performance of the following essential functions and services for HCAI’s internal and business users:
- Strategic operational plans, project portfolio management, and business analysis.
- Enterprise IT services, including architecture and infrastructure, development services, business solutions, and web services.
- Collection, quality assurance, processing, warehousing, modeling, and automation of healthcare workforce data, facilities construction data, hospital financial and utilization data, administrative patient data, and clinical patient data.
- Data services, research and analysis, and outreach, including data request processing, analytical data services, stakeholder engagement, data product design and distribution strategies, and healthcare outcomes research.
- Development of the Information Services Division (ISD) budget in support of HCAI’s goals and business priorities, with particular attention to, and compliance with, applicable laws, policies, and procedures that govern state expenditures.

Oversees the work of a multidisciplinary staff of 209 full-time employees and a total annual budget of approximately $27 million in the discharge of the Division's responsibilities. Provides budget oversight for all ISD programs, responsible for all public funds to be expended appropriately and accountable for spending that complies with all federal and state laws and policies. Responsible to contain cost and appropriately steward public funds, as well as ensure compliance with all federal and state government regulations and policies related to finance and fiscal matters.

As a member of the Executive Team, consults with and advises the Directorate on:
- Implementing Department-wide strategies spanning all HCAI program areas to fulfill the Department's mission and realize its objectives.
- Major IT strategic policy initiatives.
- Healthcare data operations, collection, analysis, research, and distribution/reporting initiatives, with a focus on innovative strategies to promote data transparency and increased value to the end-user.

Regularly and proactively communications program status, risks, and issues to the HCAI Directorate related to the implementation of all ISD programs. Proactively makes policy recommendations to the HCAI Directorate that would improve the department’s ability to meet its mission.

Represents HCAI in matters relating to ISD’s programs to the Legislature, other state, federal and local agencies, statutorily established advisory bodies to HCAI, and affected constituency groups.

Serves as a key member of HCAI’s Strategic Governance Team. Formulates strategies and initiatives to ensure action related to strategic goals, and develops key performance indicators. Collects feedback to monitor success and identify needs for additional actions to ensure effective implementation of the Strategic Plan.
### 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.

- [x] 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 advance safe, quality healthcare environments through innovative and responsive services and information.

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 Information Services Division (ISD) centralizes all data and information assets throughout the Department, and develops innovative strategies for data collection, analysis, reporting and distribution, and optimization of IT solutions and systems to meet HCAI's business needs. This positions HCAI to respond effectively to ongoing California Health and Human Services Agency (CHHS) priority initiatives, including CHHS Governance, CHHS Open Data, and other CHHS-wide data initiatives that extend beyond any one department. As a data-intensive organization, HCAI is delegated the lead responsibility for the management of the CHHS Open Data Portal.

The adoption of "shared services" and "common solutions" is an example of an evolving strategy intended to drive optimal use of Department data and technology resources and effective alignment with the CHHS Information Strategic Plan. A fully functional and innovative ISD is critical to advancing HCAI's mission now and in the future.
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.

The conversion of two existing branch chief positions within ISD to the CEA level, the Chief Data Officer and Chief Planning Officer, has necessitated an update/clarification to the existing Deputy Director/CIO position duties.

The revised request emphasizes and highlights the duties of the Deputy Director/CIO that justify the position and level. Some of these duties include:

- Primary responsibility for interface with and accountability to the HCAI Directorate
- Primary responsibility for delivery and oversight of all division programs and services
- Primary responsibility for fiscal stewardship and budget oversight
- Primary responsibility for stakeholder management oversight
- Primary responsibility for policy and strategy oversight

The executive leadership responsibility of the Deputy Director/CIO merits a CEA-B classification. In addition to the leadership responsibility over ISD, the Deputy Director/CIO has the executive responsibility for oversight of all division programs and services related to HCAI’s IT and health/healthcare data operations, which effectively centralize and leverage all HCAI data and information assets across the Department and support innovation and user-centric products and solutions.
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.

The Deputy Director/Chief Information Officer (CIO) of the Information Services Division (ISD) will provide policy oversight to centralize data assets and align all data-related services throughout the Department. This will enable HCAI to respond effectively with leadership, active participation, and direct contribution to ongoing California Health and Human Services Agency (CHHS) priority initiatives, including CHHS Governance, CHHS Open Data, and other CHHS-wide data initiatives that extend beyond any one department.

The Deputy Director/CIO will provide delivery and oversight of all division programs and services, including the development of policies and standards for the innovative collection, research, analysis, reporting, and distribution of statewide healthcare information. These polices will ensure the quality, integrity, availability, and accessibility of data for the CHHS Open Data Portal Initiative. As a data-intensive organization, HCAI is delegated the lead responsibility for the management of the CHHS Open Data Portal, which includes stakeholder coordination, technical administration, information management, and training in support of twelve CHHS departments, while providing broader support to HCAI programs for open data governance and publishing activities.

The Deputy Director/CIO will oversee the development of policies and standards to ensure the most effective use of information technology (IT) resources across the Department, applying user-centric IT solutions to identify and address the many emerging business needs of HCAI programs, enabling ISD to satisfy the changing needs of managing the entire lifecycle of HCAI data and technology investments, and to conform to the California Department of Technology framework for Enterprise Architecture.
C. ROLE IN POLICY INFLUENCE (continued)

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

The Deputy Director/Chief Information Officer (CIO) of the Information Services Division CEA-B will serve as a member of the HCAI executive leadership team and will be responsible for interface and accountability to the HCAI Directorate. The Deputy Director/CIO will be responsible for regularly and proactively communicating program status, risks, and issues to the HCAI Directorate related to the implementation of all ISD programs. The Deputy Director/CIO will be responsible for proactively making policy recommendations to the HCAI Directorate that would improve the department’s ability to meet its mission.

The Deputy Director/CIO exercises management responsibility and provides policy direction and leadership to ensure the most effective and innovative use of IT resources by the Department, and to ensure the most effective and innovative collection, analysis, research, and reporting methods to provide quality data on California’s health, healthcare infrastructure, and healthcare workforce.

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

The Deputy Director/Chief Information Officer (CIO) of the Information Services Division, CEA-B will be overseeing the development of new policies as required to further program performance and help HCAI meet its mission. New policy will direct the centralization and leveraging of data assets and alignment of all data-related services to advance the HCAI strategic goals and objectives. New policy aimed at innovation will also create an opportunity for HCAI to transform how it manages data and technology, develops analytical insights, and presents information to the HCAI Community, stakeholders, customers, and the public.