

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

1. Date

September 2, 2025

2. Department

California Health and Human Services Agency (CalHHS)

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

Executive

4. CEA Position Title

Chief Data & Artificial Intelligence Officer

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 Agency Chief Information Officer (AIO), the incumbent serves as the Chief Data and Artificial Intelligence Officer (CDAO). This position provides strategic leadership for the development and implementation of a comprehensive Data and AI program aligned with the transformative goals outlined in the CalHHS IT and Data Strategic Plan.

The CDAO collaborates with CalHHS Agency, Department, and Office teams to design and operationalize strategies, policies, and solutions that promote the ethical, secure, inclusive, and effective use of data and Artificial Intelligence (AI). These efforts support the delivery of person-centered, holistic health and human services that enhance access, quality, and affordability.

6. Reports to: (Class Title/Level)

Agency Chief Information Officer/Exempt

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.

Responsible for the strategic leadership, governance, and oversight of data, data analytics, and AI across the Agency. Serving as the Agency's principal advisor on data and AI, the incumbent leads the development and execution of an enterprise-wide data and AI strategy aligned with the CalHHS IT and Data Strategic Plan and guiding principles.

- Leading the identification and prioritization of high-impact data and AI use cases that support the Agency's mission.
- Establishing and maintaining an enterprise data and AI operating model that builds the necessary capabilities, competencies, and governance structures to support strategic execution.
- Collaborating with IT and business leaders to ensure data and AI initiatives are implemented with appropriate technical, legal, and risk considerations.
- Defining objectives, performance measures, and success metrics to assess the value and impact of data and AI initiatives, and adjusting strategies as needed to respond to emerging needs or regulatory changes.
- Building and sustaining partnerships with Agency, department, and statewide leaders, as well as internal and external stakeholders, to promote data-driven decision-making and the ethical use of AI to improve health outcomes for Californians.
- Serving as CalHHS's representative in external forums, industry events, and strategic discussions related to data and AI; maintaining awareness of emerging technologies and trends; and identifying opportunities for innovation and partnership with vendors, academia, and other organizations.
- Monitoring evolving state and federal regulations to ensure compliance and inform the Agency's data and AI practices accordingly.

Serve as a senior advisor to CalHHS leadership on enterprise data initiatives that improve health and social service outcomes, promote equitable resource allocation to underserved populations, increase data literacy across departments, and advance person-centered—rather than program-centered—solutions. The incumbent drives data-informed decision-making through the use of advanced analytics and actionable insights.

- Providing strategic policy and operational oversight of enterprise data programs and platforms across CalHHS.
- Leading collaborative efforts to integrate, standardize, and improve the usability of data across departments, ensuring consistency and alignment with industry best practices.
- Maintaining and evolving a cross-functional data governance framework in partnership with program managers, with a focus on transparency, accountability, and measurable outcomes.
- Enhancing the use of integrated data for operational planning, policy development, research, and evaluation; building the state's capacity to implement evidence-based programs.
- Increasing collaboration between university-based researchers and state staff to translate data into actionable knowledge that informs policy and drives innovation.
- Partnering with the Agency Information Security Officer (AISO) to address data quality, availability, and security issues, ensuring compliance with regulatory and ethical standards.
- Championing data governance, management, and quality practices to support effective and efficient business operations.
- Leading the exploration and piloting of new technologies and methods to leverage CalHHS's data assets for innovation and continuous improvement.

Leads governance and cross-functional coordination of AI initiatives across CalHHS, providing expert guidance and matrixed leadership to interdisciplinary teams—including data scientists, engineers, and IT professionals—to ensure AI solutions are robust, secure, and scalable.

Key responsibilities include:

- Promoting responsible AI implementation by aligning efforts with enterprise architecture, security standards, and industry best practices in collaboration with IT and program leadership.
- Evaluating infrastructure, tools, and platforms needed to support advanced analytics and AI initiatives.
- Partnering with the Agency Information Officer (AIO) to reduce barriers to AI adoption and refine technology procurement strategies to support innovation and scalability.

Advance data governance, analytics, and AI literacy across CalHHS to promote a data-driven culture and support ethical, effective use of technology in day-to-day operations.

- Educating staff on the value and application of data governance, analytics, and AI through training, workshops, and resource development.
- Promoting ethical and equitable use of data and AI, with an emphasis on compliance with privacy regulations and responsible innovation.
- Facilitating the integration of data governance practices and AI solutions into existing departmental workflows and business processes.
- Creating an environment that encourages cross-departmental data sharing, collaboration, and the delivery of data products and services that are responsive to user needs.

Establish and enforce ethical policies and guidelines governing data management and the use of AI across CalHHS. This includes leading data and AI ethics efforts to ensure responsible development, mitigate bias, and maintain compliance with applicable laws and best practices.

- Developing and implementing policies to promote ethical AI use, data stewardship, and transparency in AI-enabled decision-making processes.
- Leading the integration of data and AI ethics into CalHHS programs, systems, and processes, including mechanisms to monitor and address potential ethical risks.
- Supporting the GenAI 5305-F Risk Assessment process to identify and mitigate bias, compliance gaps, and legal exposures related to generative AI.
- Raising concerns related to data privacy and security to the AISO as needed.
- Maintaining a current inventory of all Generative AI use cases under Government Code §11546.45.5.
- Tracking datasets used in generative AI systems in accordance with Civil Code §3111, ensuring transparency, traceability, and accountability across all AI initiatives.

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: The CDAO's program and mission is absolutely critical to the Agency's mission of advancing a Healthy California for All. CalHHS cannot achieve its strategic priorities—person-centered service delivery, equity, integration, and data-driven decision-making—without strong, enterprise-level leadership in data and AI.

The CDAO provides the strategic direction, governance, and operational capacity to ensure that data, analytics, and emerging technologies are aligned with the Agency's mission and are used responsibly, ethically, and effectively. This role transforms data from a transactional byproduct into a core strategic asset that informs policy, improves equity, and drives service innovation. Without the CDAO, CalHHS would lack the enterprise data leadership necessary to:

Build and sustain an integrated data ecosystem that enables “no wrong door” access and person-centered service strategies.

Ensure data quality, governance, and security in line with state and federal requirements.

Drive equitable outcomes by ensuring insights from data and AI inform service delivery, resource allocation, and policy.

Promote the responsible adoption of AI, including Generative AI, to accelerate program value delivery while safeguarding against risk and bias.

Foster the data and AI culture and workforce readiness needed across 12 departments and 38,000 employees.

The CDAO sits at the center of how CalHHS operationalizes its IT and Data Strategic Plan, ensures the ethical and innovative use of data and AI, and accelerates the Agency's ability to deliver inclusive, equitable, and effective services to Californians.

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.

CalHHS' expanded programmatic accountability has significantly increased the scale and complexity of enterprise data and AI needs, requiring stronger governance, integration, and leadership to ensure these capabilities drive equity and person-centered outcomes.

These changes make it essential to establish a permanent CDAO position to lead Agency-wide data and AI strategy, unify governance and ethics, and accelerate innovation across all departments. Without this role, CalHHS risks fragmented data practices and missed opportunities to responsibly leverage data and AI in advancing a Healthy California for All.

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. Enterprise Data Governance and Management Policy

****Policy Role:** Establish and enforce policies for data quality, interoperability, and stewardship across all CalHHS departments and offices.

****Impact:** Enables secure, consistent data sharing and integration, reducing duplication and allowing CalHHS to deliver “no wrong door” person-centered services.

2. Artificial Intelligence and Generative AI Use Policy

****Policy Role:** Define policies for the ethical, transparent, and equitable use of AI, including requirements for risk assessments, bias mitigation, and compliance with state/federal law.

****Impact:** Prevents harm from unintended bias or inequitable outcomes while enabling responsible AI adoption that improves service delivery and administrative efficiency.

3. Data Privacy, Security, and Responsible Sharing Policy

****Policy Role:** Set enterprise policies for how sensitive health and human services data is classified, shared, and protected across state, county, and local partners.

****Impact:** Builds public trust, strengthens compliance, and ensures Californians’ personal information is safeguarded while still enabling insights that drive equity and innovation.

4. Integrated Data Ecosystem and Infrastructure Policy

****Policy Role:** Establish policies and priorities for the Agency Data Hub, Insights Lab, and the Data Exchange Framework to guide how departments connect, contribute, and access data.

****Impact:** Provides a unified, high-quality source of truth that allows policymakers and program leaders to evaluate outcomes holistically, identify disparities, and direct resources more equitably.

5. Data and AI Workforce Development and Literacy Policy

****Policy Role:** Define minimum competencies, training requirements, and professional pathways for CalHHS staff on data literacy, analytics, and AI use.

****Impact:** Builds internal capacity, reduces reliance on vendors, and ensures 38,000+ employees can effectively use data and AI to support equity and program value delivery.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CDAO serves as the principal policy maker and executive authority for enterprise data, analytics, and AI across CalHHS. The role spans all 12 departments, five offices, and over 38,000 staff, with responsibility for shaping how data and emerging technologies are governed, shared, and deployed to advance CalHHS' mission.

The CDAO's scope includes:

- * Strategic Direction: Authority to set the Agency-wide data and AI strategy in alignment with the IT & Data Strategic Plan. Shapes long-term data and AI capabilities that transform service delivery (e.g., shifting from program-centric to person-centered solutions).
- * Policy Development: Primary responsibility for creating and enforcing enterprise data governance, AI ethics, and responsible use policies. Establishes policies and guardrails that bind all departments to consistent, secure, and ethical practices.
- * Enterprise Management: Decision rights over the design and operation of the data ecosystem (e.g., Agency Data Hub, Insights Lab, Data Exchange Framework). Directs how data is collected, integrated, and used to inform policy and program decisions.
- * Risk and Compliance: Authority to approve, restrict, or halt data/AI initiatives that fail to meet standards for privacy, security, or ethical use.
- * Investment and Prioritization: Influence over resource allocation and prioritization of high-impact data and AI initiatives as part of the Agency Strategic Portfolio.

While engaging CIOs, program executives, researchers, and external partners, the CDAO has the authority to set policies and require compliance where enterprise alignment is necessary. The CDAO's authority is enterprise-wide, policy-setting, and mission-critical. It is not advisory, it is directive, shaping the rules, priorities, and strategic use of data and AI that underpin CalHHS' ability to deliver a Healthy California for All.

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

The CDAO has dual responsibility for developing new enterprise policies and for interpreting and implementing existing state and federal policies within CalHHS.

Leads the creation of new policies where none currently exist, particularly in emerging areas such as artificial intelligence, data ethics, and enterprise data governance. For example, the CDAO would establish guardrails for Generative AI use, create data-sharing standards across 12 departments and 58 counties, and implement frameworks for data quality and interoperability. These policies are then operationalized through governance structures, enterprise platforms (e.g., Agency Data Hub, Insights Lab), and workforce training programs.

The CDAO also ensures compliance with existing state and federal mandates—such as HIPAA, the California Privacy Rights Act, the Governor's Executive Order on Generative AI (N-12-23), and Government Code §11546.45.5 requiring GenAI use case inventories. The CDAO interprets these laws and directives in the context of CalHHS' complex data ecosystem, issues guidance to departments, and implements standards and procedures to ensure consistent compliance across the Agency.

The CDAO functions both as a policy innovator, creating forward-looking rules to responsibly leverage data and AI, and as a policy interpreter and enforcer, ensuring CalHHS aligns with existing statutory and regulatory requirements while maintaining public trust.