

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

May 3, 2016

2. Department

Air Resources Board

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

Executive Office

4. CEA Position Title

Assistant Executive Officer

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

The Air Resources Board (ARB) mission is to promote and protect public health, welfare and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy and the State. ARB proposes to allocate the Assistant Executive Officer (AEO) to the CEA category. The AEO will be responsible for providing policy consultation, recommendations and advice on environmental justice (EJ) and tribal issues. The AEO will develop and implement a program to ensure EJ concepts, values and objectives are understood and considered throughout the development and implementation of ARB's policies and programs. The AEO will build an inter-divisional network of staff working on EJ related issues and programs and meet regularly to expand and enhance the EJ efforts board-wide. The AEO will develop and maintain relationships with EJ stakeholders, and enhance communication between external EJ stakeholders and ARB program staff.

6. Reports to: (Class Title/Level)

Executive Officer

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.

Under the direction of the Executive Officer (EO), the Assistant Executive Officer (AEO) for Environmental Justice (EJ) will serve as the primary contact for ARB on EJ and tribal issues and concerns. The AEO will be responsible for providing policy consultation, recommendations and advice on EJ and tribal issues. The AEO will develop and implement a program to ensure EJ concepts, values and objectives are understood and considered throughout the development and implementation of ARB's policies and programs. The AEO will build an inter-divisional network of staff working on EJ related issues and programs and will meet regularly to expand and enhance the EJ efforts board-wide. The AEO will develop and maintain relationships with EJ stakeholders, and enhance communication between external EJ stakeholders and ARB program staff. With the support of the EO, the AEO will develop an overall EJ strategic plan including what ARB is doing to address EJ with quantifiable goals that can be tracked and reported on to the EO and the Board.

Specific tasks include: serve as the primary contact for ARB on EJ and tribal issues and concerns; represent ARB before the Board, the Legislature, public meetings, workshops and in-person meetings on EJ and tribal issues; present a report to the Board at a public hearing at least annually on the effectiveness of staff's work with the EJ community including specific actions ARB has taken, and plans to take, to strengthen its EJ efforts; host and attend regular meetings with EJ representatives around the state to better understand their priorities, needs and concerns; review ARB's public participation processes and recommend improvements; work with the Executive Office, staff and the EJ community to develop an ARB strategic plan for EJ; work with California Environmental Protection Agency's (CalEPA) EJ advisor, as well as the EJ advisors at other agencies, boards, departments and offices, to ensure efforts are well coordinated and complementary; attend and participate in ARB Board meetings to assist with EJ issues; develop and participate in board-wide training to better integrate EJ considerations into ARB communications, regulatory prioritization, regulatory development and implementation efforts; participate in priority meetings with EJ representatives and ARB staff on EJ priorities programs; work with ARB staff to ensure EJ priorities are considered during the development, implementation, amendments, reporting and tracking of key ARB programs.

**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: ARB's mission is to promote and protect public health, welfare, and ecological resources through the effective and efficient resolution of air pollutants while recognizing and considering the effects on the economy of the state. ARB's goals include providing safe, clean air to all Californians, protecting the public from exposure to toxic air contaminants, and providing quality customer service to all ARB clients.

This position is critical to meeting the department's goals of providing clean air for all Californians and providing quality customer service to all ARB clients. Although ARB now includes Environmental Justice (EJ) considerations in its development and implementation of programs, the department currently lacks a single unified contact for EJ concerns. Because of the large number of ARB programs and the complexity of these programs, EJ communities have had difficulty participating in the development and implementation of ARB's clean air programs. By creating this position in the Executive Office with direct access to the Executive Officer and ability to influence how the department communicates with external EJ stakeholders, ARB will be more capable of fulfilling its mission and goals.

**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.

Although ARB now includes Environmental Justice (EJ) considerations in its development and implementation of programs, the department lacks a single unified contact for EJ concerns. Because of the large number of ARB programs and the complexity of those programs, the lack of a single point of contact has made it difficult for EJ community groups to figure out the most effective ways to participate in the development and implementation of ARB's programs.

The EJ community has expressed an increased interest in ARB's programs particularly since the beginning of the Climate Change Investment program which disburses the proceeds generated from the Cap-and-Trade regulation. Under state law, ARB develops guidelines for state agencies who receive Climate Change Investment funds.

By creating a position in the Executive Office with direct access to the Executive Officer and the ability to influence how the department communicates with external EJ stakeholders as well as the direction of the department's programs, ARB can help facilitate the involvement of EJ communities in statewide air quality and climate change programs.

### **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.

Environmental Justice (EJ) Strategic Plan: This position will oversee the development and implementation of an EJ Strategic Plan that will discuss what ARB is doing to address EJ with quantifiable goals that can be tracked and reported on to the Executive Office and the Board. This Strategic Plan will help improve communication between ARB and EJ communities which will allow ARB to develop plans, programs and regulations that are more responsive to all Californians.

Environmental Justice Advisory Committee (EJAC): This position will be a primary contact with the statutorily-created EJAC which advises on ARB's development and implementation of the climate change Scoping Plan. The position will serve as a liaison between ARB's climate change staff and the EJAC to ensure that the development and implementation of the climate change Scoping Plan fully considers the input of the EJAC, and reflects a comprehensive plan to reduce climate change emissions. The Scoping Plan sets out California's climate change strategy and describes far-reaching future policies for transportation, electricity and industry which impact every aspect of the lives of Californians.

Greenhouse Gas Reduction Fund (GGRF)/Climate Change Investments (CCI): This position will work with ARB, CalEPA, and staff from other agencies to ensure that the EJ community is considered in the development and implementation of programs funded by the GGRF/CCI. This may include advising on ways to enhance the program guidelines to maximize the expenditure of funds both in and to benefit disadvantaged communities, soliciting input from EJ communities on what types of assistance would be more helpful to encourage community participation in GGRF/CCI programs, and analysis of grant and award data to advise the Executive Officer on ways to increase the use of GGRF/CCI funds in disadvantaged communities. The Governor's fiscal year 16-17 budget proposed over \$2 billion in GGRF/CCI programs, and the Legislature has shown significant interest in both the expenditure of GGRF/CCI funds and in ensuring that the funds benefit disadvantaged communities. In the 2014 legislative session, SB 535 was enacted which mandated that 10 percent of the funds are to be spent in disadvantaged communities and 25 percent of the funds are to be spent to benefit disadvantaged communities.

**C. ROLE IN POLICY INFLUENCE (continued)**

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

The new Assistant Executive Officer (AEO) will have an influential role in both making and implementing policy decisions in the Environmental Justice (EJ) arena. These decisions will be made in close collaboration with the Executive Team. Under the direction of the Executive Officer, the AEO will serve as the primary internal and external contact for ARB on EJ and tribal issues and concerns. The AEO must have independent capability for the purpose of carrying out and enhancing the mission of ARB. The AEO will represent ARB before the Board, the Legislature, public meetings, workshops and in-person meetings on EJ and tribal issues.

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

This CEA will be recommending, developing and implementing new policies related to Environmental Justice (EJ) issues and ARB's programs. These new policies will build on ARB's existing EJ policies, but in consultation with the Executive Team, the Board and the EJ community, need to be updated and expanded to address ARB's current programs and priorities.