

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

02/23/2016

2. Department

Board of Equalization

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

Administration Department - Administrative Support Division (Business Management Division)

4. CEA Position Title

Chief, Business Management Division

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

The Board of Equalization proposes to revised the above CEA allocation. The Chief, Business Management Division (BMD) (formerly Administrative Support Division), is responsible for strategic planning and policy leadership including the formulation, recommendation and implementation of policies and procedures relating to Budget and Administrative Support programs. The Chief, BMD, is responsible for the overall administration of the Business Management Division, comprised of the Budget, Acquisitions, and Facility Management Branches.

6. Reports to: (Class Title/Level)

Deputy Director, Administration Department (CEA Level B)

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): Managerial level is third in the organization. This position serves as the Chief, Business Management Division and has regular and frequent contact with Executive Management Team on policy issues but is not part of the Executive Management Team.

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.

Plans, organizes, evaluates, and manages Administrative support programs in the Facilities Management and the Acquisitions Branches. These programs perform functions and provide services related to emergency preparedness; contracts; procurement; lease management for multiple locations in multiple states, space planning; oversight of the nationwide master facilities plan and budget; coordinating complex facility repairs; fleet and transportation management; and headquarters building main reception office.

Responsible for overall strategic planning, policy and operations of a large, complex budget (\$564.7 million) including the General Fund and over 20 special funds. Advises management on fiscal strategic plans and policy; interprets and applies Budget Act control language, Department of Finance budget instructions and policies, consults with, advises, and makes recommendations to the Board Members, Executive Director, and executive management regarding agency wide budget strategies and policies, programs, procedures, and operations. Works closely with Department of Finance, the Legislative Analyst's Office, Board Members, executive management, program managers and staff on budget matters concerning staffing and allocation of resources, the review and analysis of program and departmental budget requests, and management of BOE's various funds; development, analysis and justification of budget policy and related costs for consolidation into the BOE's budget; presents the BOE's budget to the Department of Finance and the Legislature.

Evaluates, formulates, recommends and implements policies and procedures, in support of the BOE mission, core values, and vision. Interprets and applies applicable rules and regulations to ensure Administrative Support and Budget programs are in compliance. Evaluates changing trends for possible impact on BOE and division operations, and makes recommendations on future BOE needs.

Responsible for overall preparation and maintenance of cost analysis reports, including Budget Change Proposals (BCP's), personnel allocation reports, tax program records for use by executive management and program managers in the determination of tax program budget and policy direction and makes recommendations to State control agencies and legislative representatives regarding proposed changes in such policies. Meets regularly with Legislative Division to provide expert advice/analysis on costs for new or amended legislation and proposed tax/fee programs.

Acts as the Facility Manager and Emergency Coordinator for the BOE's headquarters facility. Manages the headquarters facility, a high-rise building with over 616,000 square feet of office space. Responsible for recommending and implementing emergency policies, training employees in emergency procedures, conducting emergency simulations and drills for fire, bomb threat, earthquake, and other natural and man-made disasters. In the event of an emergency, assumes authority and is responsible for personnel and building safety, and coordinates with professional emergency response personnel.

Consults with and provides advice to the Deputy Director, Administration Department, Executive Director, BOE, Board Members, and other key staff. Acts as the Deputy Director, Administration Department, in his/her absence. Attends hearings and conferences on behalf of the Deputy Director. Appears before the Board and testifies on matters related to Budget and Administrative Support 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: The Chief, BMD is responsible for policy development, recommendations and the operational performance of functions that are central to the success of the Board of Equalization's mission. The Chief is responsible for the overall strategic planning, policy and operations of the Board of Equalization's large, complex budget (\$583.7 million) including the General Fund and over 20 special funds. Additionally, BMD performs functions and provides services related to emergency preparedness; contracts; procurement; lease management for multiple locations in multiple states, space planning; oversight of the nationwide master facilities plan and budget; coordinating complex facility repairs; and fleet and transportation management.

**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 Board of Equalization (BOE) is proposing to reorganize responsibilities between two divisions within the Administration Department. The two CEA positions involved serve as Chiefs for the Financial Management Division and Business Management Division (formerly known as the Administrative Support Division); currently both positions are designated at level A and are vacant.

The Administrative Support Division currently consists of the Facilities Management and Acquisitions Branches. This request involves the renaming of this Division to the Business Management Division and will also include the addition of the Budget Branch from within the Administration Department's Financial Management Division.

As a result of the State Controller's Office, Internal Accounting and Administrative controls review, it identified that the financial management of specific funds, accounts receivable, and the apportionment and allocation processes have material internal control weaknesses. Consequently, the Board of Equalization's Executive Management decided it was necessary to have a stronger and more focused oversight over the Accounting Branch within the Financial Management Division. This decision necessitated the redirection of the Budget Branch from the Financial Management Division to report directly to the CEA responsible for the newly named Business Management Division. This redirection will also allow the CEA in the Business Management Division to focus their attention on managing and overseeing a large complex budget, including the general fund and the over 20 special funds. The addition of the Budget Branch to the Business Management Division ensures effective and efficient management of approximately \$600 million in budget resources allocated to the BOE.

This request is consistent with the mission of the BOE to administer agency tax programs while adhering to the BOE's core values of fairness, effectiveness, and efficiency.

### **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 Chief, BMD is responsible for the overall strategic planning, policy and operation of the BOE's large and complex budget, which includes the General Fund and over 20 special funds. Establishes policies relative to the Budget allocations and BOE administrative support functions. The appropriate allocation of BOE resources requires policies relative to preparing Budget Change Proposals, Spring Finance Letters and the use of resources for daily operations.

Responsible for planning, organizing, evaluating, and managing business management support programs in the Facilities Management and Acquisitions Branches. These programs perform functions and provide services related to emergency preparedness; contracts; procurement; lease management for multiple locations in multiple states, space planning; oversight of the nationwide master facilities plan and budget; coordinating complex facility repairs; fleet and transportation management; and headquarters building main reception office. The department policies established by the Chief, BMD in these areas may have direct impact on BOE staff.

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

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

The Chief is responsible for strategic planning and policy leadership including the formulation, recommendation and implementation of policies and procedures relating to Budget and Administrative Support programs. Plans, organizes, evaluates, and manages the operations of the Facility Management, Acquisitions, and the Budget Branches. This position also acts as the Emergency Coordinator for the Board of Equalization's headquarters facility. The position acts as liaison for the Board with other state agencies on budget issues and maintains cooperative relations with the Legislature and control agencies relating to the Board's critical programs.

Decisions reached by the Board Members and/or Executive management staff based on policies developed and recommended by the Chief of, BMD affect the level of compliance with state requirements governing the BMD's programs and other administrative areas.

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

Plans, organizes, evaluates, and manages Administrative support programs in the Facilities Management and the Acquisitions Branches. Responsible for overall strategic planning, policy and operations of a large, complex budget (\$564.7 million) including the General Fund and over 20 special funds. Responsible for recommending and implementing emergency policies, training employees in emergency procedures, conducting emergency simulations and drills for fire, bomb threat, earthquake, and other natural and man-made disasters.