

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

7/19/2016

2. Department

Forestry and Fire Protection

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

Northern Region

4. CEA Position Title

Assistant Region Chief

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

The California Department of Forestry and Fire Protection (CAL FIRE) requests to establish a Career Executive Assignment (CEA), Level A; to evaluate Departmental programs and policies related to the major functions of the Northern Region, this includes the development and implementation of statewide policy with a focus on: fire protection, forest, watershed, personnel, finance, technical services and other CAL FIRE programs. The proposed CEA will manage a section of the support system required for the Department to carry out its mission and purpose.

6. Reports to: (Class Title/Level)

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):

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 general direction of the Northern Region Chief, the incumbent will have joint responsibility with the existing Assistant Northern Region Chief, to provide direction, supervision and oversight to the Northern Region staff, which includes twelve (12) subordinate decentralized Northern Region Units.

The incumbent will work closely with the current Assistant Region Chief and the Northern Region Chief, in advising the Director and Headquarters' Executive Staff of proposed program policies within their area(s) of responsibility; and for the development and implementation of new policies related to the major functions of the Northern Region; this includes, but is not limited to: Fire Protection, Resource Management, Fuels Management, Watershed, Vegetation Management, and other CAL FIRE programs. The incumbent will frequently review Northern Region program effectiveness and provide recommendations on policy change with a plan of prospective impact and any unforeseen residual end results; that may affect the Northern Region. The incumbent is expected to implement and provide coordinated guidance to the Northern Region Units and Northern Region Headquarters, while keeping the Northern Region Chief apprised of issues and plans for resolution; including Department-wide policy revisions, working groups, and stakeholder partnerships.

The incumbent will participate and influence the development, establishment, implementation, and evaluation of programmatic modifications, budget impacts and other fiscal matters, by representing the needs of the Northern Region. The incumbent will represent CAL FIRE before local Boards of Supervisors, County Executive Officers, Fire Commissioners, and other State and Federal governmental officials; to include, members of the Legislature, special interest groups, and local constituents, concerning the scope of the Northern Region's Fire Protection Program. The incumbent will additionally serve on intra-and inter-jurisdictional councils, committees, special teams, and task forces, at the request of the Northern Region Chief; and will additionally act as the Northern Region Chief in their absence.

The incumbent will work closely with Headquarters' Executive Staff on a full range of complex issues related to the Northern Region's programs; this includes consulting with the Northern Region Chief on sensitive and time-critical issues, while providing structured guidance to the various affected Units. The incumbent will additionally provide assistance to the Units in the preparation and processing of Fire Protection agreements with cooperating agencies, as well as coordinate and recommend the development of minor and major capital outlay projects.

**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: As the Department expands and achieves its role and responsibilities in meeting its mission of safeguarding the people and protecting the property and resources of California, it must also provide the appropriate level of executive supervision.

The proposed CEA will serve as a critical asset to achieve timely and accurate compliance with existing Departmental policies, as well as the development and implementation of new Departmental policies; as such, the incumbent is expected to provide guidance and direction to Northern Region staff, twelve (12) decentralized Units, Northern Region Headquarters, and Contract Counties.

The proposed position will have direct supervision of the newly appointed Northern Region Manager, Staff Services Manager II, to ensure hiring, worker's compensation, return to work program(s), and contract agreements are followed accordingly within the Northern Region. The proposed CEA will also supervise the Region Technical Services Chief, while ensuring the coordination and development of minor and major capital outlay projects.

In addition, the proposed CEA will work with the Northern Region Chief to provide emergency response direction and coordination involving multi-jurisdictional authority, provide incident intelligence, resource allocation and act as a representative to the Region Multi-Agency Coordination group. The proposed CEA will support the Department by improving policies and strategies to minimize injuries or loss to the public and emergency responders during emergency response activities throughout the State.

**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.

Currently, the Northern Region has one (1) Assistant Region Chief that assists the Northern Region Chief in providing policy direction, implementation and supervision to all Northern Region Staff, operational Units and Contract Counties.

The Northern Region consists of approximately 2,500-plus personnel, covering approximately 100,000 square miles with CAL FIRE facilities and personnel spread throughout this geographic area.

CAL FIRE's decentralized organizational structure, with Department Headquarters, Region Offices, and Unit Headquarters spread hundreds of miles apart, makes face-to-face coordination and communication by solely one (1) Assistant Region Chief extremely challenging under the best of circumstances. Maintaining close interaction and supervision of each of the decentralized Unit Chiefs is nearly impossible based on travel distances for a single individual.

During periods of widespread wildland fire activity, on-site policy reviews and supervision becomes nearly impossible without jeopardizing his/her personal health and safety. Additionally, the effects of our changing climate, and drought has resulted in over 66 million dead trees, and, due to the bark beetle, our fire conditions have elevated. The size and complexity of wild fires necessitates more Assistant Region Chief attention and intervention. This change will allow the Department to maintain close supervision of the subordinate Unit Chiefs and ensure they are meeting programmatic and operational targets and policies.

Furthermore, the Assistant Region Chief will be a key advisor of the Director's Executive Team and will have direct input in policy development, implementation, review and reform. He/she will inform policy as to its likely effect at the field level. Finally, he/she will ensure policy objectives are met by the Unit Chiefs and Contract Counties.

### 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 incumbent will serve as an adviser and consultant to the Northern Region Chief on policy issues and activities related to Region-wide policies and management techniques impacting the Region.

The incumbent will participate and influence the development, establishment, implementation, and evaluation off all departmental policies, programs, budgets and other fiscal matters by representing the needs and issues of their respective Region.

The proposed CEA is necessary to formulate policies and standards and to identify and advocate changes to policy, as it affects the Northern Region, this includes: accounting, fiscal, business services, personnel management, labor, human resources and technical services; to ensure best business practices are being followed in accordance with department policy and procedures. The CEA will develop strategies and recommendations for training employees on these policies and procedures to ensure they are understood and followed.

Due to the proposed CEA's influence, the incumbent must have a clear understanding of the following departmental policies to ensure that best business practices, as well as state and federal laws are followed in accordance. This CEA will be the "Principal Policy Maker" for the following:

1. Create policy based on recommendations provided by the CAL FIRE Operations, Safety, Health, and Training Advisory Committee (OSHTAC). An example would be making policy that relates to CAL FIRE personnel response to mass casualty incidents in conjunction with Law Enforcement Agencies. Additionally, the level and type of training required of personnel required to ensure personnel is safely and efficiently assisting to protect themselves and the public.
2. Create policy based on recommendations provided by the CAL FIRE Local Government Advisory Committee (LGAC). There are many examples of policy that are proposed by this Committee, that that are crucial to CAL FIRE's cooperative relationship with local government. This CEA will be the principal policy maker who ensures the Department's Mission and State law is adhered to.
3. Create policy based on recommendations provided by the CAL FIRE Uniform Advisory Committee (UAC). Examples of Uniform policy that are expected of the incumbent to partake, are to establish recommendations on policies related to, personal protective equipment (PPE) vs. uniform and If the Department or the employee is responsible for purchasing Nomex garments.
4. Create policy based on recommendations provided by the CAL FIRE, Fire Prevention Advisory Committee (FPAC). This would include creating or modifying policy regarding the Department pre-screens for employees who are interested in attending Peace Officer training. Further, the proposed CEA is expected to create policy regarding the way Fire Prevention Fees are dispersed within the field Units and Counties throughout the State.

The Assistant Region Chief will ensure that the Region and Units will comply with the following CAL FIRE policies through training, directives, and implementation:

CAL FIRE Policy Handbook 1000-Personnel Procedures (Including, but not limited to: Out of Class Work, Acquisition and Retention of Required Licenses and Certificates, Transfers, Hiring and Selection, and Progressive Discipline.)

CAL FIRE Policy Handbook 1400-Equal Employment Opportunity (Including, but not limited to: Discriminatory/Retaliatory Conduct, Unprofessional Conduct, Administration Roles/Responsibilities, Internal Complaint Process, and Training.)

CAL FIRE Policy Handbook 1900-Workers' Compensation (Including, but not limited to: Work Related Injuries and Illness, Injury Assessment Prevention System, Temporary Disability Benefits, Reasonable Accommodations, and Ergonomics.)

CAL FIRE Policy Handbook 3000-Technical Services (Including, but not limited to: Project Planning, Special Repairs, Surveying and Mapping, Inventory, Lands and Facilities.)

CAL FIRE Policy Handbook 3500-Budgeting (Including, but not limited to: Positions, Overtime, Changes in Established Positions, Operating Expenses and Equipment, and Capital Outlay.)

Advisory to Policy Development and Implementation at the Region and Statewide:

5. Provide input to the CAL FIRE Capital Outlay Command (CAPCOM)
6. Provide input to the CAL FIRE Resource Management Committee (RMC)

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

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

The Assistant Region Chief will exercise a high degree of program sensitivity and managerial influence. This incumbent will represent CAL FIRE within a large Region of the state and will be responsible for delivering emergency services and natural resource protection state-wide. The incumbent will participate in the development and implementation of inter-agency cooperative agreements that allow CAL FIRE and other governmental agencies to function and interact effectively and efficiently in emergency situations.

The incumbent will exercise a high degree of complex decision making and recommendation authority that will have a statewide impact to CAL FIRE personnel, citizens and natural resources. The incumbent will consult with Departmental Executive and Headquarters staff on the matters of policy development and implementation to assist in establishing streamlined processes statewide.

The proposed CEA functions independently under the administrative direction of the Northern Region Chief and has substantial authority for decisions affecting Regional and Departmental programs. In the absence of the Northern Region Chief, the incumbent has full delegated authority to carry out Northern Region functions to maintain operational continuity.

The incumbent will perform an integral part of the Department's statewide delivery of services to the citizens we serve. The individual selected to fill this position must have tactical knowledge, responsiveness and anticipatory nature, political astuteness, integrity, tact, and diplomacy, in order to be successful in the position.

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

Yes, the proposed CEA will interpret and implement new policies, as well as advise and influence changes to existing State policies by incorporating best practices. The incumbent will serve as an adviser and consultant to the Northern Region Chief on policy issues and activities related to Region-wide policies and management techniques impacting the Region. The Assistant Region Chief will participate and influence the development, establishment, implementation, and evaluation off all Departmental policies, programs, budgets and other fiscal matters by representing the needs and issues of his/her respective Region. In the absence of the Region Chief, the incumbent is responsible for policy implementation at the Region level.