

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 16, 2016

2. Department

California Conservation Corps

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

Executive/Energy Region

4. CEA Position Title

Energy Region Deputy

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

The California Conservation Corps' (CCC) mission is to provide opportunities for young women and men to work hard while protecting and restoring California's environment. This CEA position will be responsible for all aspects of the Greenhouse Gas Reduction Funding (GGRF) Energy Corps Program and a GGRF forest Health Program to help the state meet its Greenhouse Gas Emissions (GHGE) reduction targets, save energy, water and forest resources while providing training for young adults to perform energy and forest conservation work resulting in GHGR, and providing them with pathways to future employment.

6. Reports to: (Class Title/Level)

Chief, Deputy Director/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.

**PROGRAM DEVELOPMENT:** The Regional Deputy of the "Energy region" will be responsible for transitioning four existing CCC sites to full time Energy hubs throughout California (Norwalk, Vista, San Jose & Sacramento). These energy hubs will specialize in programs related to Energy work associated with both Proposition 39 and Greenhouse Gas Reduction Fund. The Regional Deputy will develop policies and procedures specific to the Energy Corps program both for staff and corpsmembers, find appropriate work space (where applicable), transition staff from leading natural resource crews to energy crews, establishing partnerships with school districts and public entities (local municipalities, state government, etc) to develop program work, develop training modules for Corpsmembers and staff, collaborate with two existing high school programs for continued education of Corpsmembers, and act as the liaison and primary contact on behalf of the CCC Executive Team and other state agencies: DGS, CEC, CPUC, Office Public School Construction, CalEPA, and the California Air Resources Board (CARB).

**MANAGEMENT:** Demonstrate strong and effective leadership by developing corpsmembers and staff, implementing departmental policies, and creating a positive environment that fosters success. Represent the needs of the Region to Executive Management Team members and HQ managers. Monitor and ensure center progress toward meeting departmental performance measures.

**POLICY:** Serves as a member of the Executive Management Team and assist in the formulation of, and make recommendations regarding, department and center goals, performance measures, resource allocations, policies and procedures. Serve on policy development working groups and committees. Ensure that all center staff and corpsmembers comply with state and department policies and procedures.

**PERSONNEL DUTIES:** Directly supervise District Directors, monitor and evaluate their performance in accordance with state and department policies and timelines, prepare staff training and development plans and ensure they are implemented, and employ progressive discipline if needed. Engage District Directors in succession planning. Investigate and respond to corpsmember and staff grievances. Develop and foster a working environment that is consistent with the mission, goals, and guiding principles of the department. Ensure all CCC Equal Employment Opportunity policies are enforced.

**FISCAL DUTIES:** Develop annual budgets and monitor revenues and expenditures. Oversee procurement and contracting activities to ensure funds are being spent prudently, responsibly, and in accordance with all state laws, and department policies and procedures.

**CORPSMEMBER DEVELOPMENT:** Ensure that corpsmembers (approximately 110 corpsmembers) are provided a safe and positive working and living environment and that their needs are being met in the areas of education, literacy, skills training, career development, counseling, post-corps transition, health and safety, security and recreation. Support program development related to energy efficiency and renewable energy that may generate employment, service, training and education opportunities for the corpsmembers. Emphasize the importance of service activities, and ensure that adequate opportunities are provided for corpsmembers to serve their community. Coordinate with the Director of the Energy Program Development (Exempt position), CCC training staff, UC energy efficiency centers, community colleges, workforce development partners to continue developing training including certificated training and career technical education courses and develop a career pathway to apprenticeships, employment and continuing education.

**CONSERVATION:** Support the region in fostering external partnerships to ensure successful implementation of energy efficiency and renewable energy projects and programs. Take an active leadership role in developing marketing plans, contacting new sponsors, promoting conservation activities and maximizing the involvement of corpsmembers in benefiting the community. Develop and foster an environment in which corpsmembers become integral components of community emergency response and conservation activities.

**OUTREACH:** Promote and represent the CCC in the community through regular, ongoing outreach activities with the media, elected officials, other governmental entities (federal, state and local) and community organizations.

**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:

Pursuant to Public Resources Code (PRC) Sections 14000 through 14406, the CCC is an entrepreneurial and incentive-based workforce development program that provides training and education to young adults (18-25 years of age) and veterans (up to 29 years of age) while engaging them in activities that accomplish resource protection and conservation and projects that involve emergency response or preparedness and/or protect, enhance, and/or conserve the environment, natural resources, and/or energy. The Legislature requires that "a state agency that is considering the use of contracted labor shall give priority to the corps when the mission of the corps and the nature of the state agency's project are substantially consistent." (Pub. Res. Code, § 14315(a)). Additionally, State agencies shall notify the corps of potential contracts for services that fit within the parameters of Section 14000 [of the PRC] and shall use the corps to the maximum extent feasible to carry out projects that promote the legislative intent.

The Greenhouse Gas Reduction Fund (GGRF) was created as part of California's multi-pronged effort to reduce Greenhouse Gas Emission (GHGE) to 1990 levels by 2020, and to maintain and continue reductions on a sustainable basis. The California Air Resources Board (CARB) has generated the following combined list of goals and requirements for the use of GGRF monies:

- Reduce GHG emissions;
- Maximize economic, environmental, and public health benefits to the State;
- Foster job creation by promoting in-State GHG emission reduction projects carried out by California workers and businesses;
- Complement efforts to improve air quality;
- Direct investment toward the most disadvantaged communities and households in the State;
- Provide opportunities for businesses, public agencies, nonprofits, and other community institutions to participate in and benefit from statewide efforts to reduce GHG emissions;
- Lessen the impacts and effects of climate change on the State's communities, economy, and environment;
- Allocate at least 25 percent of the available proceeds to projects that provide benefits to disadvantaged communities; and
- Allocate at least 10 percent of the available proceeds to projects located within disadvantaged communities

The CCC's GGRF Programs were designed to address all of the foregoing goals and requirements and has received budgetary appropriations of \$15.0 million to participate, coordinate and lead the State in meeting these goals.

The CCC's GGRF Energy Crews will provide training, support, and deployment to perform energy and water conservation work for public buildings throughout the State. The CCC GHGF crews will reduce GHGE from public buildings (at least 60 percent of which will be located within CalEPA designated Disadvantaged Communities). Direct installation of energy efficient and water conservation devices by CCC Corpsmembers conducting energy efficiency and water conservation Surveys will create immediate, substantial, and sustainable energy and water savings.

The CCC conducts ASHRAE compliant 'whole building' Energy Opportunity Surveys that identify and collect information on all building energy subsystems, as well as the entire building 'envelope'. These Surveys collect a comprehensive and extensive amount of energy and water use related information for each building surveyed by the CCC. This data can be combined with utility bill and annual weather information and be transmitted to GGRF Energy Corps partner organizations(s) in order to provide the facility owner and management, recommendations of appropriate energy efficient and water conservation measures.

The mission of the CCC includes workforce development through resource conservation. The GGRF Energy Corps Programs will create hands-on work experience and training opportunities that are directly connected to the energy efficiency industry and align with prerequisites for energy efficiency jobs.

**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 Department has an established Energy program via Prop 39. With the addition of the GGRF efforts putting California on course to achieve the 2020 emissions limit, along with the GHG emission reduction goals established in AB 32, Executive Orders B-30-15 and S-3-05 and SB 535 (de Leon, Chapter 830, Statutes of 2012) the CCC has received \$15.0 million in GGRF funding to expand on the Energy Program. Along with the funding, the department has received position authority for 24 additional civil service employees and 110 corpsmembers. Along with the funding and position authority, the duties and responsibilities of the Energy Program are significantly expanding. The decentralized Energy program that currently is spread out throughout the state and Districts will become a new Region for the CCC and strategically placed throughout California. There will now be 2 operation centers (Districts) and 2 satellite offices that will be focusing on the Energy program operations.

The CCC will need to adhere to and work closely with strict guidelines and coordination with the CARB and CalEPA. The statistical gathering and analysis of data along with reporting requirements will be key in measuring the success of this program. The CEA will be responsible for ensuring the policy and guidelines are clearly outlined and adhered to and will be under very close public scrutiny. Oversight and transparency will be additional key components for the measurement of success to this program. This expansion and new Energy Region will require greater policy oversight, planning and implementation requiring knowledge, expertise and skills of a CEA.

### 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.

This position will be a key member of the Directors Executive team having ultimate policy influence, implementation and extensive participation in policy evolution within the Department while partnering with other state departments ensuring the Greenhouse Gas Emission (GHGE) programs are administered accordingly.

This position will be an additional Regional Deputy. The department currently has two other CEA positions designated as a Regional Deputy and are responsible for multiple centers throughout northern California and Southern California. The current regional directors will continue to monitor over 22 sites that provide California with traditional resource work: trail building, fisheries, fuel reductions, park maintenance and other programs associated with environmental conservation work. This CEA position will be located in Central California and will in essence mirror the roles and responsibilities as a Regional Deputy; however will specialize in energy audits and retrofits. This program will have two main purposes: 1) to lower greenhouse gas emissions through more efficient energy equipment and 2) to train corpsmembers in this emerging field of energy and lighting work which has proven to be a successful workforce avenue. The Region will be considered the Energy Region and will be focused on the aforementioned energy program efforts and requirements. The position will have key influence on the program's fiscal revenues and expenditures, conservation efforts, corpsmember development and management activities required to administer as successful statewide program.

The Energy program is a critical groundbreaking program for the CCC and is highly visible to the public, legislature, CalEPA, CARB, and CEC to name a few. This position will be establishing new policy to implement procedures for the installation/retrofitting, data collection, analysis, measurement techniques and reporting requirements. Policy in the area of Energy efficiency programs are an increasingly public concern and priority for the state and is expected to grow.

In 2013, the CCC launched the Energy Corps, an effort funded through the Clean Energy Job Creation Fund - Proposition 39 which assists California schools with energy surveys and energy efficiency projects. With the additional funding of \$15 million in GGRF appropriation, the focus of the program will take on a much more complex charge to now focus on public buildings located throughout California (at least 60 percent of these public buildings will be within CalEPA designated disadvantaged communities). Therefore, this program is relatively new to the Department and will require a new regional authority, facilities, equipment purchases, policies to adhere to State and Federal requirements in relation to the GHGE reduction targets as outlined in the Governors Executive Orders, Budget and multiple pieces of legislation currently in the works.

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

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

The Regional Deputy of the "Energy Region" will be responsible for ensuring Regional level decisions are made in accordance with all Departmental, State, Federal laws, rules and regulations are adhered to. The CEA will be responsible, along with an Executive level team, for decisions regarding policy development, implementation and oversight of all aspects of the Department's Energy programs. The CEA will lead the efforts and maintain communications with Executive regarding the transition of four existing CCC sites to full time Energy hubs throughout California (Norwalk, Vista, San Jose & Sacramento). These energy hubs will specialize in programs related to Energy work associated with both Proposition 39 and Greenhouse Gas Reduction Fund. The regional deputy will need to implement policies and procedures specific to the Energy Corps program both for staff and corpsmembers, find appropriate work space (where applicable), transition staff from leading natural resource crews to energy crews, establishing partnerships with school districts and public entities (local municipalities, state government, etc) to develop training modules for Corpsmembers and staff, collaborate with high school programs for continued education of Corpsmembers, and act as the liaison and primary contact on behalf of the CCC Executive Team and other state agencies: DGS, CEC, CPUC, Office of Public School Construction, CalEPA, and CARB.

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

The CEA will be a member of the CCC's Executive Management Team. The position will have primary responsibility to formulate policy while also interpreting, implementing and upholding existing policy. Since the department currently has a small Energy Program, current policy is in existence in regards to managing energy crews, corpsmember development, budgetary practices, etc. However, with the additional funding, staffing and creation of a new region, the CEA will be developing and setting the groundwork for the new multi-million dollar Energy programs as previously described. The Energy program is a critical groundbreaking program for the CCC and is highly visible to the public, legislature, CalEPA, and CARB to name a few. This position will be establishing new policy to implement procedures for the installation/retrofitting, data collection, analysis, measurement techniques and reporting requirements. Policy in the area of Energy efficiency programs are an increasingly public concern and priority for the state and is expected to grow. As new state and federal legislation, regulations, Executive Orders, etc., are established this position will have the ultimate responsibility to ensure policy is established in order to carry out the responsibilities of the Department as outlined in these directives.