

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

3-4-16

2. Department

Department of General Services

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

Real Estate Services Division (RESD)

4. CEA Position Title

Assistant Deputy Director, RESD

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

The Department of General Services (DGS) is responsible for providing Real Estate and Architectural Services to other departments and agencies in the State of California to assist our "customer" departments in obtaining work space, facilities, and physical improvements. RESD Assistant Deputy Director has three primary roles, including (1) managing the process of developing new state facilities through the capital outlay process; (2) contracting with private entities to obtain leased space; (3) performing other design and construction projects to accommodate customer needs.

6. Reports to: (Class Title/Level)

Deputy Director, RESD

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 administrative direction from the Deputy Director, RESD, the CEA is responsible for the management of professional services provided by RESD including: architectural, engineering, capital outlay space planning, all design related services, real estate services (leasing, appraisal, acquisition, surplus sales), facilities planning, environmental planning, economic analysis, and special programs. The CEA serves as the State's real estate services management expert.

The CEA has responsibility for overseeing day-to-day operations of RESD with approximately 337 employees and an operating budget of approximately \$110,528,000.

Examples:

- Resolve issues between RESD branches and external customers
- Redirect resources within RESD
- Respond to pending legislation and lead the development and promotion of legislative proposals
- Oversee the development and implementation of RESD's strategic plan
- Promote RESD's organizational goals and objectives
- Provide leadership to develop and implement policy initiatives and practices that are new in California State government
- Provide policy advice to DGS Executive Management and Department of Finance concerning proposed legislation that may impact the delivery of real estate services in California by evaluating proposed legislation

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 CEA is responsible for overseeing day-to-day operations of RESD with approximately 337 employees and an operating budget of approximately \$110,528,000. Responsibilities include:

- Oversight to the capital outlay program as DGS was recently tasked with constructing two multi-billion dollar high rise office buildings in California
- Oversight to the repair and renovation of aging commercial office buildings
- Oversight of the negotiation of 2,220 leases of over 32 million square feet including the collection of approximately \$400 million in annual rents
- Oversight of the interior space planning of all state owned and leased properties
- Oversight of all state-owned property including 41 buildings and 1,645 acres at San Luis Obispo Reservoir
- Oversight of approximately 310 Public Works projects valued at approximately \$2.7 billion
- Oversight of the acquisition of state properties and sale of surplus properties
- Oversight of the portfolio management for all state owned properties

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.

It has become necessary to restructure RESD in order to improve business operations. The Building and Property Management Branch (BPM) would be removed from RESD as BPM's services provided are not within RESD's scope. RESD is responsible for the construction of new state office buildings, warehouses, and garages as well as the real estate functions of leasing, space planning, acquisition of new property, sale of surplus property, appraisals and title review. Conversely, BPM is responsible for the property management of state owned buildings by ensuring they are clean and maintained.

RESD manages large and complex capital outlay projects and special repairs to aging buildings which has become the major focus due to media, Governor, and legislature's interest. Some of these buildings are in need of structural repair, HVAC system replacement, plumbing and electrical replacement, elevator system repair and/or replacement and roofing replacements. In addition, some buildings are not Americans with Disabilities Act (ADA) compliant and those need construction done to ensure compliance. The legislature has approved approximately \$350 million for these repairs and renovations. This workload and facility planning will require focus from DGS Executive Management.

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.

- Provides policy advice and recommendations to the Deputy Director, and when appropriate, to the DGS Executive Management on policy and procedural issues relating to new or changing legislative directives.
- Establishes policy for statewide programs and day-to-day management. The CEA is responsible for reviewing policy for statewide impact and implementing statewide policy and procedures relating to real estate services provided to its customer departments and agencies. This includes planning, developing and directing all activities related to the real estate programs in the areas of customer service, real estate asset management, project management, design and construction services and internal support services to meet the facility needs of the state agencies throughout California. The CEA sets policy for the operation of the RESD programs that are critical to the daily operations of State agencies.
- Responsible for ensuring architectural and engineering building codes meet current building methodologies and works with Building Standards Committee to ensure that updates are made when changes occur.
- Responsible for the development of policy within the State Administrative Manual for the leasing of commercial real estate.
- Responsible for implementing legislation, executive orders, new and changing capital outlay, real property services, leasing and space planning policies.

C. ROLE IN POLICY INFLUENCE (continued)

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

The program scope is statewide and the impact of decisions impacts the ability of departments to meet the needs of the facilities. The citizens and business communities statewide are affected by the ability of DGS to meet the real estate needs of the client departments so they can meet their missions and serve the State of California.

This position receives administrative direction from the Deputy Director. The Assistant Deputy Director, RESD, has full responsibility for day-to-day operations of directing and monitoring the customer service, real estate asset management, project management, design and construction services, and internal support services for RESD. The CEA has authority to make commitments pursuant to the level of authority granted by the Deputy Director.

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

The CEA will have responsibility for developing and implementing new policy as it relates to the statewide building of commercial real estate, commercial office space leasing and space planning, and real property services such as acquiring new property, selling surplus property and how departments will implement these policies.