

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

12-31-2015

2. Department

CA Children and Families Commission (First 5 California)

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

Evaluation Office

4. CEA Position Title

Deputy Director

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

First 5 California (F5CA) proposes to revise the above CEA's duties and responsibilities. The Deputy Director, Evaluation Office, is responsible for comprehensive oversight of significant evaluation and research projects funded by F5CA and will provide technical leadership and high-level policy development and advice related to the evaluation of state and county programs.

6. Reports to: (Class Title/Level)

Chief Deputy Director, CEA 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): Reports to Chief Deputy Director not on Executive Management Team. The Executive Management Team at F5CA consists only of the Executive Director, Chief Deputy Director, and Chief Counsel.

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.

F5CA proposes to move the Information and Technology Office from reporting to the Deputy Director of the Evaluation Division, to reporting to the Chief Counsel.

A primary responsibility of this position is to lead and develop policies and practices related to the evaluation of statewide programs funded by First 5 California. Evaluation results will influence internal and external policy relating to the evaluation of health and education program services for children ages 0 to 5. The incumbent will manage multi-year, multi-million dollar contracts in order to ensure comprehensive statewide research and evaluation efforts are carried out. Incumbent also will provide technical expertise and leadership to the 58 county commissions in conducting multi-faceted research, evaluation, focused studies, surveys, and analyses with the following objectives:

- Ensure that evaluation of state commission and county commission activities is designed to demonstrate the effectiveness of the Act resulting from funding of programs for children prenatal to age 5, including their families, caregivers, and communities.
- Ensure that research, evaluation, and study activities meet credible standards of evidence for findings to be shared with the public, Governor, Legislature, state and local policy makers, and opinion leaders on outcomes of programs funded by the Act.
- Ensure research and evaluation activities will identify relevant methodologies, including best and promising practices, for strategies to support the continuous improvement of proposed and implemented programs.
- Ensure activities to build local, regional, and statewide capacity for evaluation. The scope of research and evaluation processes will strive to consider state, regional, and national levels (e.g., Quality Rating Improvement Systems related to early learning in counties, the state, and nation).
- Ensure evaluation activities will specifically contribute to the growth, adaptation, and expansion of First 5 California, county commissions, and the state's commitment to meet the vision of First 5 California: "California's children receive the best possible start in life and thrive."

In order to support the Evaluation Office, the incumbent must:

- Manage and supervise administrative, analytical, and technical staff, including performance evaluations, scheduling, work assignments, trainings, etc.
- Provide contract management and oversight of contractors working on evaluation or evaluation-related data systems.
- Provide oversight for specialized studies, including analysis of issues related to health and education of young children including their families, caregivers, and communities.
- Develop and oversee the research design and administration of evaluation activities to ensure their analytical soundness.

In order to meet the ongoing mandates of the Act, the incumbent serves as a member of the Leadership Team and will:

- Set policy related to research and evaluation, statistical analysis, and outcome based measures.
- Provide policy input to 58 county commissions about data and outcome measures for research and evaluation.
- Provide guidance for future studies and implementation.
- Coordinate studies and evaluations with direction from the legislatively-appointed State Commission.

**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: This position is a key element in successfully operating F5CA. The incumbent participates in the development and implementation of program policies and provide major policy input to the Members of the Commission, the Director, and the Chief Deputy Director. Due to the enactment of the California Children and Families First Act by the California voters, F5CA will be held accountable to the citizens of California and the California Legislature for implementation of the Act. The incumbent oversees various evaluations, research projects, and pilot programs funded by F5CA; and, therefore, will be active in legislative, media, and public hearings. This position will receive general direction from the Director and the Chief Deputy Director and will have broad discretion and influence in developing policy recommendations regarding the research and evaluation programs administered at both the state and local level.

**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.

Since IT services are designed to support the entire agency, it is more feasible to house the IT Office within the Evaluation Division. Moving reporting responsibilities to the office of the Chief Counsel, who serves as the agency's Chief Information Security Officer, is a more logical place for the IT staff to reside to provide agency-wide services and information security.

The Deputy Director will continue to report to the Chief Deputy Director. No other staff changes would be necessary at this time.

### **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 Deputy Director of the Evaluation Office oversees the following policy areas:

- **F5CA Annual Reporting:** In collaboration with Executive Management and the IT Office, the Deputy Director oversees content design of the online Annual Report data system and supervises evaluation staff who prepare aggregated data for the published annual report.
- **Program Evaluation and Data Systems.** The Deputy Director designs and oversees evaluation of multi-million dollar, multi-county program investments by F5CA, including development of data systems to support evaluation.
- **Research Design and Funding.** The Deputy Director assists in design and review of contracted research to support knowledge related to early childhood development.
- **Multi-agency collaboration on early childhood health and education, especially related to data.** Many state agencies collect or use data to monitor the health and education of young children and their families.

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

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

The Deputy Director, Evaluation Division, for F5CA will be responsible for the general oversight of the statewide evaluation, research projects, and evaluation of programs funded by F5CA.

This position provides technical leadership and oversight as well as high-level policy advice to the Director and the Chief Deputy Director related to the evaluation of both state and county programs.

This position will receive general direction from the Director and the Chief Deputy Director and will have broad discretion and influence in developing policy recommendations regarding the research and evaluation programs administered at both the state and local level.

This position works closely with local commissions, representatives of academia, federal officials, state agencies, advisory committees of the Commission, and the private sector. The incumbent is delegated all authority related to research and evaluation projects and pilot programs funded by F5CA.

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

While continuing with interpreting and implementing existing policy, the CEA will develop and implement new policy by working with F5CA staff, the 58 county commissions, and all outside stakeholder groups to address current critical issues in early childhood education and health, to meet the needs of California children ages 0 to 5 and their families.