

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

2016-11-07

2. Department

Natural Resources Agency

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

Office of the Secretary

4. CEA Position Title

Deputy Assistant Secretary for Water and Cap and Trade Grant Programs

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

This position will:

- 1) Oversee the implementation of the \$7.45 billion water bond measure Proposition 1.
- 2) Serve as the Secretary for Natural Resources' representative on the Strategic Growth Council's key staff.
- 3) Serve as the Secretary's designee on multiple conservancy boards and other governing bodies.
- 4) Oversee the implementation of the Agency's Cap and Trade programs, including Urban Greening and Sustainable Agriculture Lands Conservation.

6. Reports to: (Class Title/Level)

Assistant Secretary of Finance and Administration CEA C

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.

The Deputy Assistant Secretary for Water and Cap and Trade Grant Programs is the principal advisor to the Secretary and Undersecretary on matters concerning implementation of the recent \$7.545 billion water bond (Proposition 1), six Greenhouse Gas Reduction Fund (GGRF) grant programs, is a member of the key staff of the Strategic Growth Council (SGC) and represents the Secretary on several governing bodies.

#### Typical Tasks of the Position:

- Represents the Secretary as a voting member on the Baldwin Hills Conservancy, San Joaquin River Conservancy and Coachella Valley Mountains Conservancy boards. Also represents the Secretary on the SGC's key staff and serves in his absence as his designee on the SGC board.
- Provides policy development oversight as a part of the SGC key staff. Works with other members of the key staff to ensure that there is multi-agency coordination in implementing GGRF programs and other priorities of the Administration including: health in all policies, sustainable communities, transformative climate communities and other Council actions.
- Oversees the development and implementation of the Sustainable Agricultural Land Conservation Program funded by GGRF, which receives a percentage of GGRF auction proceeds annually - currently \$40 million.
- Provides management oversight of the departments within the Agency involved in implementation of Proposition 1, the \$7.545 billion water bond and the six GGRF grant programs. Develop policy related to Proposition 1 and GGRF grant programs that assure that the bond programs comply with specific provisions of the bond act, General Obligation Bond Law, AB32 and other relevant statutes. This includes reviewing and approving all grant program guidelines, solicitation notices and grant program schedules.
- Manages budgetary, financial and other matters affecting the Proposition 1 and GGRF programs. Develops fiscal controls and reporting criteria to meet audit standards and performance reporting requirements. Reviews, creates, coordinates and implements budget proposals in support of all Proposition 1 and GGRF grant programs.
- Manages the statewide audit of Proposition 1. Determines audit scope and negotiates contract terms with contracted auditors for all departments' bond audits. Approves statewide audit report format and content and ensures compliance with audit findings by departments. Works with auditors to develop training programs and guides for departments.
- Represents Agency and departments involved in Proposition 1 programs and GGRF programs when interacting with multiple control agencies, State Bond Counsel, the Legislature and other parties. Represents Agency at legislative hearings involving Proposition 1 and GGRF programs.
- Oversees the design and maintenance of statewide budgetary, accounting and project tracking databases to support the appropriations tracking, fund condition and project reporting requirements for Proposition 1. Ensures consolidated reporting as well as detailed information is available for control agencies, auditors, and legislative oversight.
- Reviews implementing legislation for Proposition 1 and GGRF programs to ensure compliance with bond act and GGRF requirements. In conjunction with affected departments, resolves legal issues related to grant programs and implementing 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: Bond measures have been the primary funding source for the Natural Resource Agency for almost two decades. Over the past 16 years, California voters have authorized \$26.7 billion from 7 bond measures, including the recent Proposition 1. The oversight that this position will provide for Proposition 1 is critical because this bond measure will fund major investments in water over the next 10 years. With proper oversight, these investments will address several of the key water issues facing the state. Given the current drought and the change in weather patterns due to climate change, these investments are more crucial than ever for the state.

Along with bond funding, GGRF is a critical funding source for projects in the Natural Resources Agency. GGRF funds six programs in the Agency and this position will provide the necessary oversight to make sure that the funds are invested in projects that will reduce greenhouse gases and provide other important co-benefits.

The Agency contains 26 different departments, boards and conservancies. This position will represent the Secretary on several of these boards and will provide oversight throughout the Administration on implementation of Proposition 1.

**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.

As stated above, there have been 7 bond measures passed since 2000 that provide funding for projects throughout the Natural Resources Agency. The latest bond measure was the \$7.545 billion Proposition 1. Because of the size of this bond measure and the associated increase in workload, funding for this position was first appropriated in the 2015/16 budget act through a BCP that was approved by the Legislature and the Administration.

In addition to the workload associated with Proposition 1, six new GGRF programs were funded in the past two fiscal years within the Natural Resources Agency. Because of the increased workload associated with these programs, funding to pay for a portion of this position was requested and first appropriated in the 2015/16 budget act.

Finally, workload associated with the Strategic Growth Council has also increased over the past two years due to increased funding to SGC grant programs and increased efforts to implement SGC initiatives that include among others health in all policies, sustainable communities, and transformative climate communities.

### **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.

Proposition 1 Implementation: The oversight that this position will provide for Proposition 1 is critical because this bond measure will fund major investments in water over the next 10 years. With proper oversight, these investments will address several of the key water issues facing the state. Given the current drought and the change in weather patterns due to climate change, these investments are more crucial than ever for the state. This position will also assure the continued public trust in how the Natural Resources Agency invests valuable bond funding. If this trust is broken, then a major funding source could dry up that has provided \$26.7 billion for projects since 2000. The success of the Agency and its departments, boards and conservancies depends upon this trust and the funding that comes with it.

GGRF Grant Program Implementation: GGRF funds six programs in the Agency and this position will provide the necessary oversight to make sure that the funds are invested in projects that will reduce greenhouse gases and provide other important co-benefits. Given the affects that climate change will have on our state, the role of this position in making sure these investments are strategic and implemented efficiently is crucial. As with the Proposition 1 funds, keeping the public trust will be key to ensuring continued investments in this area.

SGC Key Staff: Provides policy development oversight as a part of the SGC key staff. Works with other members of the key staff to ensure that there is multi-agency coordination in implementing GGRF programs and other priorities of the Administration including: health in all policies, sustainable communities, transformative climate communities, and other Council actions.

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

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

The Agency Secretary will allow this position to represent the Agency and the Administration in many venues and to freely create and implement needed policies in the key areas mentioned above: Proposition 1 implementation, GGRF grant programs implementation and SGC key staff.

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

Proposition 1 Implementation: Position will be developing and implementing policies established through the bond statutes, GO Bond Law, funding guidelines and implementing legislation. Among other things, all grant guidelines will be reviewed and approved by this position to make sure that they are in line with statutes and the Administration's policies.

GGRF Programs Implementation: Along with the Air Resources Board and the department's administering the grant programs, this position will be developing and implementing policies for the six GGRF grant programs.