

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

3/10/16

2. Department

Victim Compensation and Government Claims Board

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

Executive Office

4. CEA Position Title

Chief Deputy Executive Officer

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

The Victim Compensation and Government Claims Board (Board) proposes to upgrade an existing CEA position from Level A to Level B. The existing CEA position was downgraded September 2014 to serve as a Special Advisor to the Executive Officer (EO). After careful consideration, the need for a Chief Deputy Executive Officer (CDEO) position has been determined to be critical to the Board's primary mission and goals, therefore, we are requesting to reestablish the CDEO at the CEA B level.

6. Reports to: (Class Title/Level)

Executive Officer

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.

This position serves as a key member of the EO's strategic planning and executive management team. The incumbent is the principal advisor to the EO on issues which directly impact the Board's ability to carry out its mission and goals. The incumbent formulates policies, makes critical decisions, and provides management input to the entire management team.

The CDEO formulates policy and has decision-making authority for increased efficiency and effectiveness, directly related to the Board's mission. The position is responsible for apprising and advising the EO and the Board on sensitive issues and potential problems. Issues are often highly political and complex due to the variety of programs administered by the Board and the diversity of the populations affected. This is an extremely sensitive role since the CDEO must have a broad understanding of all Board programs, and the intricacies of the statutes, regulations and policies that govern the programs administered by the Board.

The incumbent oversees all planning systems necessary to carry out the Board's mission and goals, oversees the development, implementation, evaluation and maintenance of all critical Board plans and policies including the Board's strategic plan, program, operational technology and information management plans; budgets, expenditures and human resource allocation plans in all program and administrative areas including: Board proceedings concerning victim of crime claims, government claims, bid protests, administrative and other matters requiring formal Board action; operations and activities of the Board staff in the victim of crime, government claims, administrative services, fiscal services, legal, legislation and appeals, and public affairs and outreach. This position directs through subordinate CEAs.

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 has direct responsibility for managing all of the Divisions within the Board, as well as serving as key advisor to the EO in all areas of operation. The CDEO has a significant role in the formulation of policy and the management of line operations. As second in command, the CDEO ensures consistency of the Board's day-to-day operations. The CDEO develops and oversees all planning systems necessary to carry out the Board's mission and goals. The CDEO directs, through subordinate CEAs, the activities of the California Victim Compensation and Government Claims Division, Legal, Legislation and Appeals Division, Administration and Finance Division and direct responsibility for the Office of Policy and Outreach.

The incumbent formulates policy and has decision-making authority for all communication and outreach activities which are directly related to the Board's mission, as well as keeping the EO apprised and advised on sensitive issues and potential problems related to media and communication activities. This is an extremely sensitive role since the CDEO must have a broad understanding of all Board programs, and the intricacies of the statutes, regulations and policies that govern the programs administered by the Board. This position formulates and administers the legislation and regulation programs at the Board.

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.

This position was previously designated as CDEO. In May 2014, the position became vacant. The CDEO position was downgraded to a CEA A in September 2014 to hire a subject matter expert to focus on board-wide policy issues. Before releasing the job bulletin, the Board began developing a new strategic plan and considering various organizational changes. Throughout these processes, it became evident that there was a need for an incumbent to act on behalf of the EO to integrate the activities of a diverse program and attain the strategic plan goals.

There also remains a need for a position to have authority at the higher level, to work independently with broad discretion, to identify and recommend changes to the Board, and to develop policies and concepts. It is critical that the EO have an incumbent with a global perspective of board-wide issues to ensure all program area needs are met and to act on the EO's behalf at Board meetings, other official functions and events, and with stakeholders at the local, state, and national levels. Rather than fill the position at the CEA A level, the EO determined the Board would be better served by re-establishing the position as a CDEO.

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 CDEO will be responsible for revising, overseeing, and coordinating the implementation of the board-wide strategic plan. The strategic plan contains long-term goals, objectives and initiatives. The strategic plan also establishes board-wide priorities and is a blueprint for the future, clearly identifying the direction and measurable outcomes for the Board. This CEA will regularly monitor the progress on the implementation of division specific action plans.

The CDEO will be responsible for implementing and monitoring performance measures board-wide. The performances measures will link the board-wide strategies with management processes and systems to evaluate and improve internal efficiencies and reinforce accountability throughout the Board.

The CDEO will be responsible for the formulation of policy and exercise decision making authority for all media and communication activities which are directly related to the Board's strategic plan and in response to inquiries from the media, the Legislature, the Governor's Office, and other public entities, and direct the Board's efforts to bring awareness to the general public through outreach efforts and partnerships with stakeholders.

The CDEO will be responsible for soliciting new federal funding sources, as well as overseeing current research projects funded by the Office of Victims of Crime, Office of Justice programs, U.S. Department of Justice. Currently, the Board has one recurring annual federal grant that reimbursement 60% for every state dollar spent on claim payments to victims of crime, as well as three supplemental federal grants focusing on research, innovation, and technology. The Board is in the process of applying for an anti-terrorism grant to assist victims related to the San Bernardino incident last year.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Board itself is composed of three members, the Secretary of the Government Operations Agency, the State Controller, and the District Attorney from San Bernardino County. Under the administrative direction of the EO, the CDEO serves as the key advisor to the EO and identifies and manages key issues impacting the Board; explores innovations and new programs at the conceptual level; and determines the feasibility and desirability of policy development or modification to better serve the identified needs and concerns of the Board.

The CDEO has broad discretion on behalf of the EO and will assume authority for approval of all administrative programmatic issues that require decision and immediate action. Decisions and recommendations and implementation of program laws, rules, policies and procedures made by the CDEO directly affect the Board members, the Legislature, the Administration, state and local agencies, the Attorney General's Office, and the staff of the Board. Decision-making authority is over all aspects of the Board operations including the Victims of Crime Program, Government Claims Program, Legal, Legislation and Appeals, Fiscal Services, Administrative Services, Outreach and Public Affairs, and Strategic Planning and Policy.

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

The CDEO will develop and implement new, as well as interpret and implement existing policies. The Board regularly discusses requests for authority to begin the rulemaking process in order to implement changes adopted by the Legislature. Legislative changes results in significant updates to the current program policy and procedures, or the development of new policy and procedures. For example, effective January 1, 2016, AB 1140 the Victim Compensation Program Modernization bill, modernizes program statutes, improves access to benefits, and eliminates some eligibility restrictions for victims. This new legislation requires numerous changes to existing policies and procedures, as well as providing training to in-house staff and stakeholders.