

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

02/06/2026

2. Department

Department of Financial Protection and Innovation (DFPI)

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

Business, Consumer Services and Housing Agency (BCSH)

4. CEA Position Title

Assistant Deputy Secretary of Legislation & Strategic Initiatives

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

Under the general direction of the Deputy Secretary, Legislation and Policy, the Assistant Deputy Secretary of Legislation & Strategic Initiatives serves as a principal manager and advisor to the Secretary, Deputy Secretary, and other senior Agency staff on legislative policy matters associated with the new Business and Consumer Services Agency (BCSA) and its member departments. BCSA provides oversight and guidance to its departments and boards that provide a wide range of services through licensing and regulation of millions of professionals, businesses, and financial services. As a member of the BCSA executive staff, the Assistant Deputy Secretary is responsible independently identifying key issues related to both substantive and procedural legislative matters and actively solving or addressing concerns. Further, they are responsible providing executive level policy and strategic guidance to the Agency Secretary and department leadership. They are also responsible for leading internal strategic planning and policy development through interdepartmental collaboration, creating change recommendations to the Agency Secretary, and identifying and tracking advancement toward policy and organizational goals.

6. Reports to: (Class Title/Level)

Exempt/Deputy Secretary of Legislation & Policy

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): Both the Deputy Secretary and Assistant Deputy Secretary serve on the Agency's Executive Team.

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 the general direction of the Deputy Secretary, Legislation and Policy, the Assistant Deputy Secretary of Legislation & Strategic Initiatives serves as a principal manager and advisor to the Secretary, Deputy Secretary, and other senior Agency staff on legislative policy matters associated with the new Business and Consumer Services Agency (BCSA) and its member departments. BCSA provides oversight and guidance to its departments and boards that provide a wide range of services through licensing and regulation of millions of professionals, businesses, and financial services. As a member of the BCSA executive staff, the Assistant Deputy Secretary is responsible independently identifying key issues related to both substantive and procedural legislative matters and actively solving or addressing concerns. Further, they are responsible providing executive level policy and strategic guidance to the Agency Secretary and department leadership. They are also responsible for leading internal strategic planning and policy development through interdepartmental collaboration, creating change recommendations to the Agency Secretary, and identifying and tracking advancement toward policy and organizational goals.

In support of the Governor's Reorganization Plan—which dissolves the existing Business, Consumer Services and Housing Agency effective July 1, 2026, and establishes the California Housing and Homelessness Agency (CHHA) and the Business and Consumer Services Agency (BCSA)—this position plays a critical role to operationalize legislative and policy continuity for BCSA and to lead the new Agency in creating BCSA specific policy and operational goals. The position ensures that legislative obligations, statutory authority, and interdepartmental coordination are maintained during and after the transition.

The Assistant Deputy Secretary provides day-to-day oversight of a high-volume legislative portfolio by coordinating bill analyses, enrolled bill reports, and legislative proposals; independently identifying and elevating significant policy issues; drafting and negotiating legislative amendments under delegated authority; and representing the Agency in legislative hearings and meetings as assigned. The position also provides technical guidance and training to departments on legislative procedures and policy alignment.

Beyond legislative execution, the CEA manages Agency-wide strategic planning, working with Deputy Secretary in advancing Agency priorities, internal governance structures, and staff development strategies. The position manages cross-departmental work-groups to support collaboration and implementation of executive initiatives and advises on appointments within Agency departments from a legislative and policy perspective. The Assistant Deputy Secretary acts on behalf of the Deputy Secretary in their absence and performs other high-level strategic initiatives as assigned.

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 Legislative Unit is responsible for furthering the Governor's and the Secretary's legislative agenda and is directly related to the Agency's mission. With eight member departments and over 40 boards, bureaus, commissions, and councils, the legislative unit for the BCSA is responsible for synthesizing differing department perspectives into one cohesive recommendation for the Agency Secretary and the Governor.

The legislative coordination and strategic planning functions overseen by this position are essential to the Agency's ability to carry out its mission, particularly during a major structural reorganization. During the transition to two new Agencies, executive-level legislative coordination is critical to maintaining continuity of operations, responding to legislative mandates, and ensuring departments remain aligned with Administration priorities. The position directly supports the Agency's mission by enabling departments, including DFPI, to operate within their statutory authority and minimizing legal, fiscal, and operational risk.

Further, the program oversees and facilitates dozens of legislative appointment confirmation processes within BCSA. It is imperative that appointees understand and are prepared for the legislative confirmation process so they may fully demonstrate their expertise and passion.

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.

The Governor's Reorganization Plan creates a permanent change in organizational structure and workload. The dissolution of the existing Agency (BCSH) and establishment of CHHA and BCSA require each new Agency to independently manage its legislative and strategic planning functions.

Previously centralized legislative coordination must now be operationally divided and sustained. This shift requires an Assistant Deputy Secretary-level position to manage execution, coordination, and implementation under the direction of the Deputy Secretary within the new BCSA. The request reflects a necessary realignment of executive resources to support the increased complexity and independence of the new Agency, rather than an expansion of policy authority.

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.

Legislative policies for BCSA and the eight member departments are of critical importance to the millions of Californians that are impacted by this work. Specifically, these policies impact the licensing and regulation of millions of professionals, businesses, and financial services companies.

This position will provide direct management, including independent decision-making and guidance to support BCSA and its member departments in developing legislative policy in furtherance of the Administration's priorities.

Key Policy Areas:

1. Consumer Protection and Licensing Policy

Oversees legislative strategy impacting statewide licensing boards and consumer protection statutes, affecting millions of Californians and thousands of regulated entities.

2. Regulatory Authority and Enforcement Policy

Leads policy development related to enforcement powers, administrative penalties, and regulatory oversight with statewide operational impact.

3. Budget Trailer Bill and Statutory Authority

Serves as the Agency's principal policy lead on trailer bill language affecting governance structures, program authority, and fiscal implementation.

4. Agency Strategic Planning and Governance

Develops policy frameworks guiding Agency growth, internal governance, and cross-departmental collaboration.

5. Implementation of the Governor's Reorganization Plan

Leads statutory and policy coordination necessary to operationalize the new Agency and ensure continuity of services statewide.

6. Legislative Confirmation Process Facilitation

Provides necessary instruction and guidance to dozens of appointees on the Agency's Boards and Bureaus to ensure they understand the confirmation process.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Assistant Deputy Secretary exercises delegated executive authority to execute legislative strategy identify and evaluate policy risks, and make decisions necessary to advance the Agency's legislative and strategic objectives. They are authorized to provide final review and approval of Agency bill analyses prior to submission to the Secretary for final approval, signature, and transmittal outside the Agency.

The position independently manages legislative coordination and elevates significant issues to the Deputy Secretary as appropriate. The position may represent the Agency in legislative stakeholder negotiation and may act on behalf of the Deputy Secretary in their absence. Decision-making authority is significant but operates within the strategic direction established by executive leadership.

The position will lead collaborative inter-departmental work-groups as a Agency representative, providing strategic guidance to BCSA's department executive leadership.

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

The position is responsible for both developing and implementing new policy and interpreting and implementing existing policy. This includes drafting legislative proposals, negotiating statutory amendments, advising on legislative intent, and directing departments on implementation strategies to ensure compliance and effectiveness.