

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

2. Department

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

4. CEA Position Title

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

The CEA, Level A Branch Chief provides executive leadership and statewide policy authority for the Department's legislative and regulatory program, directing the analysis of legislation, development of regulatory actions, and coordination of policy implementation affecting California's developmental services system. The position advances the Department's mission by shaping statewide policy initiatives that promote consistent application of the Lanterman Developmental Disabilities Services Act (Lanterman Act) and improve access, accountability, and outcomes for individuals with intellectual and developmental disabilities (IDD). Through engagement with Legislature, control agencies, and external stakeholders, the Branch Chief directs Department policy priorities and supports effective statewide service delivery.

6. Reports to: (Class Title/Level)

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 CEA, Level A Branch Chief provides executive leadership and statewide direction for the Department's legislative and regulatory program, serving as the principal policy authority on legislation, regulations, and intergovernmental issues affecting California's developmental services system. The position directs the development of Department policy positions on proposed legislation, guides regulatory implementation of statutory mandates, and aligns legislative and regulatory activities with Administration priorities and federal and state requirements.

The position directs the Department's response to proposed legislation and establishes policy direction on issues with significant statewide fiscal, operational, and service delivery impacts. When legislation is introduced that modifies RC governance, service delivery standards, or accountability requirements, the Branch Chief leads statewide policy analysis, evaluates impacts, determines policy options, and directs recommendations that inform the Department's official position and legislative engagement. These decisions directly shape the structure and implementation of the developmental services system across all 21 Regional Centers (RCs).

Provides executive direction over regulatory development under the Administrative Procedure Act. The Branch Chief maintains statewide oversight of key regulatory frameworks, including Title 17 of the California Code of Regulations (CCR), Division 2 (Health and Welfare Agency – Department of Developmental Services regulations). When statutory changes require updates to vendorization requirements, service definitions, or compliance standards, the Branch Chief directs the regulatory process from policy formulation through public comment and final adoption, ensuring consistent statewide implementation and alignment with statutory intent.

In addition, the CEA serves as the Department's senior executive liaison to the Legislature and other governmental entities on legislative and regulatory matters. The position leads to preparation for legislative hearings, directs responses to high profile inquiries, and provides executive level policy analysis on sensitive issues affecting individuals with IDD. This includes direct engagement with legislative staff, control agencies, and external stakeholders on issues with significant public, fiscal, and political scrutiny.

The CEA supervises and directs staff responsible for bill analysis, regulatory drafting, and policy coordination, setting priorities and ensuring analytical rigor in work products that inform executive decision making. The position also identifies emerging statewide policy issues, including inconsistencies in service delivery or compliance gaps, and develops policy strategies to address them through legislative action, regulatory reform, or administrative direction.

Through these responsibilities, the CEA exercises statewide executive authority in shaping policy, influencing legislative outcomes, and directing regulatory implementation that affects access, accountability, and service outcomes for individuals with IDD across California.

**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 Department is responsible for administering the Lanterman Developmental Disabilities Services Act pursuant to Welfare and Institutions Code (WIC) 4400 et. seq. to coordinate services and supports that help nearly 500,000 individuals with intellectual and developmental disabilities (IDD) lead more independent, productive, and integrated lives. California's developmental services system serves the vast majority of individuals in Regional Center (RC) community-based settings; however, approximately 300 individuals receive services through State Operated Facilities (SOFs). These programs provide 24/7 support designed to increase independence, develop daily living skills, and facilitate transitions into community settings for individuals in crisis and those with the most complex behavioral and clinical needs. SOF residents include some of California's most vulnerable populations, including individuals requiring secure forensic services, crisis stabilization in specialized settings, and intensive support due to co-occurring behavioral and mental health conditions.

The Legislation and Regulations Branch is critical to the Department's ability to implement its statutory responsibilities under the Lanterman Developmental Disabilities Services Act and Title 17 of the California Code of Regulations (CCR). The Branch functions as the Department's central executive unit for legislative and regulatory policy, translating executive direction into legislative analysis, regulatory development, and implementation strategies that directly shape statewide developmental services programs.

The Branch coordinates analysis of proposed legislation, develops regulatory frameworks, and supports implementation of statutory changes affecting service delivery, accountability, and compliance. It also serves as a central coordination point with the Legislature, control agencies, state departments, and external stakeholders on legislative and regulatory matters affecting individuals with IDD. Through these functions, the Branch supports consistent statewide application of law and policy across the developmental services system and advances the Department's mission of enabling individuals with IDD to live and participate fully in their communities.

**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 Department has experienced a significant increase in legislative activity, regulatory complexity, and intergovernmental engagement related to the developmental services system. This has created a sustained need for executive level statewide policy authority to direct legislative analysis, regulatory development, and intergovernmental coordination. This shift has occurred in the context of major statewide system changes that have fundamentally expanded the scope and complexity of the Department's work. These include the closure of developmental centers, expansion of community-based services, implementation of the Self-Determination Program, compliance with the Home and Community-Based Services (HCBS) Final Rule, and ongoing statewide initiatives focused on equity, access, and consistent service delivery across Regional Centers (RCs).

The position was originally established as an exempt appointment with a limited scope focused on legislative tracking and regulatory support. Over time, the role has evolved into a continuous executive policy function requiring statewide authority, long term accountability, and sustained engagement with the Legislature, Administration, and control agencies.

Legislative proposals affecting RC operations, service delivery standards, and accountability now require comprehensive statewide policy analysis, executive level coordination, and formal Department positioning on high impact issues. In addition, increased oversight from legislative committees, audits, and stakeholder groups has heightened the need for consistent, defensible statewide policy direction.

Statewide initiatives to improve service consistency, strengthen regulatory compliance, and address equity across RCs have further expanded the need for centralized executive oversight of legislative and regulatory policy. These initiatives require sustained engagement with the Legislature, Department of Finance, Legislative Analyst's Office, and other state agencies that extend beyond the original scope of the exempt position.

Given the expanded scope, increased policy sensitivity, and sustained statewide impact, the responsibilities now align with a Career Executive Assignment classification requiring executive authority, statewide policy leadership, and independent judgment in directing a complex statewide system.

### **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 policy development and bill analysis - serves as the principal policy authority for evaluating and shaping Department positions on legislation impacting services for individuals with IDD. This includes bills related to RC operations, service delivery requirements, and statutory amendments to the Lanterman Act. The statewide impact of this policy area is significant, as legislative changes directly affect how services are authorized, funded, and delivered across all 21 RCs serving more than 500,000 individuals. Decisions in this area influence access to services, equity in implementation, and consistency of outcomes statewide.

Regulatory development under the Administrative Procedure Act (APA) - leads policy direction for the development, revision, and implementation of regulations that operationalize state statutes governing developmental services. Examples include regulations related to vendorization requirements, service definitions, and compliance standards for providers and RCs. These policies have statewide impact by establishing uniform requirements that govern service delivery and provider participation across California, directly affecting service availability, accountability, and compliance with federal and state mandates.

RC oversight, accountability, and performance policy - provides principal policy direction on statewide oversight and accountability frameworks for RCs, including performance expectations, corrective action processes, and system monitoring approaches. These policies directly impact on how RCs are evaluated and held accountable for service delivery outcomes, contract compliance, and statutory responsibilities. The statewide impact includes improved consistency in service quality, increased transparency in RC performance, and strengthened oversight of public funding across the developmental services system.

Legislative and regulatory policy related to service equity and access - develops policy direction addressing disparities in access to services, including inconsistencies in purchase of service practices and variability in service authorization across RCs. These policies have statewide impact by influencing how equitable access to support is achieved for individuals with IDD, regardless of geographic location. The outcome of this policy area affects fairness, service consistency, and alignment with the intent of the Lanterman Act.

Intergovernmental policy coordination and statewide legislative engagement - serve as the principal policy maker for coordinating Department positions with the Legislature, Department of Finance, Legislative Analyst's Office, and other state agencies on high impact developmental services issues. This includes developing Department responses to legislative proposals and representing policy positions in hearings and interagency discussions. The statewide impact of this policy area includes shaping budget and policy decisions that determine funding priorities, program structure, and statewide implementation of developmental services programs.

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

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

The CEA, Level A Branch Chief provides leadership and technical, operational, and managerial direction for the successful implementation of the Department's legislative and regulatory programs, consistent with the Department's mission, goals, and priorities. The position exercises statewide executive authority over the Department's legislative and regulatory program, responsible for setting policy direction, guiding statewide strategy, and making determinations that directly influence legislative positions, regulatory actions, and implementation approaches across the developmental services system. The position operates with statewide executive discretion in interpreting statutory requirements, evaluating policy alternatives, and developing Department positions on issues with significant fiscal, operational, and programmatic implications. This includes directing legislative analysis, determining policy recommendations for executive leadership, and establishing analytical frameworks for bills that may significantly affect service delivery, funding structures, or compliance requirements.

The CEA directs regulatory development under the Administrative Procedure Act, including setting regulatory priorities, guiding policy interpretation, and sequencing rulemaking to implement statutory mandates. The position also determines Department engagement strategy with the Legislature, control agencies, and external stakeholders on sensitive or high-impact policy matters. The CEA provides policy recommendations that inform executive level decision making. This authority is statewide in scope and directly influences the structure, consistency, and implementation of developmental services across all Regional Centers (RCs).

Overall, the position exercises high level policy discretion, statewide executive authority, and substantial influence over legislative, regulatory, and intergovernmental actions shaping the developmental services system in California.

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

This CEA is responsible for both developing new policy and interpreting and implementing existing legislative and regulatory requirements. Existing statutory and regulatory frameworks governing RC operations, service delivery, and provider requirements require ongoing interpretation to support consistent statewide application and alignment with Department objectives.

This position also leads to the development of new policy in response to legislative changes, Administration priorities, and emerging system needs. This includes working closely with executive leadership to analyze proposed legislation, coordinate policy direction, and develop implementation strategies that translate statutory changes into operational and regulatory action. The CEA coordinates extensively with the Director, Chief Deputy Directors, and executive staff in evaluating legislative proposals and advancing Department policy positions. The position engages directly with the Legislature, Department of Finance, Legislative Analyst's Office, and other stakeholders on proposed legislation, often navigating competing policy perspectives and high visibility issues.

In addition, the CEA serves as a central point of coordination for regulatory development under the Administrative Procedure Act, overseeing the draft, review, and implementation of regulations that operationalize legislative mandates and policy direction. The position also contributes to public facing communication efforts by coordinating with the Office of Community Engagement and executive leadership to support consistent messaging on Department priorities and initiatives.