

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

November 6, 2017

2. Department

California Community Colleges Chancellor's Office

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

Governmental Relations and External Affairs Division

4. CEA Position Title

Assistant Vice Chancellor of State and Federal Relations

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

The Assistant Vice Chancellor of State and Federal Relations is responsible for developing and coordinating efforts to achieve Board policy and budget objectives in the California Legislature, the Administration, and the Federal Government. The role requires engagement in high-level policy and budget development, decision-making regarding priorities, and strategic engagement and advocacy to achieve major system policy and fiscal objectives with the state and federal governments. The individual will consult with system constituencies, local districts and other educational institutions to develop and execute system priorities. The individual will provide a consistent flow of information concerning state and federal legislation to the Board of Governors, Chancellor's Office staff, districts and colleges, and other interested organizations.

6. Reports to: (Class Title/Level)

Vice Chancellor, Governmental Relations and External Affairs / Exempt Appointee

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 Governmental Relations and External Affairs Division represent the Chancellor and the California Community College Chancellor's Office (CCCCO) before the State Legislature and Congress and is relied upon to provide an assessment of legislations public policy ramifications as it related to the CCCCCO. The Division staff create, draft, and advocate for sponsored bills and bills that impact the Agency.

Under the general direction of the Vice Chancellor (VC) of Governmental Relations and External Affairs, the Assistant Vice Chancellor of State and Federal Relations will serve as a high-level policy advisor to the Chancellor and VC and provide advice and counsel to California Community College (CCC) system leaders regarding legislative, political and budgetary matters; develop and recommend strategies to achieve short and long-term system goals and objectives; provide leadership and strategic direction for the Division; cultivate relationships with internal and external stakeholders to achieve goals and objectives on behalf of the Chancellor and VC; manage the majority of legislative affairs on behalf of VC; oversee the development of legislative proposals and seek approval on these proposals by the Board of Governors (BOG); provide regular reports to the VC and, in coordination with the VC, the BOG; recommend system positions on legislative matters, within guidelines of the Board's Legislative Guidelines and with expert analyses from Chancellor's Office program staff and internal and external stakeholders; assist the VC in coordination of college advocacy activities with the legislative and executive branches of state and federal government; identify, coordinate analyses, and assist in managing testimony by the CCCCCO with state and federal policymaking entities; advocate on budgetary matters in cooperation with the VC and the Finance and Facilities Division; provide development and support for district and college-based advocacy teams; work with Chancellor's Office colleagues in Communications to develop and implement effective immediate and long-term advocacy and communications efforts to increase support for the CCC; support the VC in advising and preparing BOG members for Senate confirmation.

Specifically, the CEA will be responsible for tracking all legislation that impacts the Agency and will be expected to work closely with the Agency staff and stakeholders. The CEA will supervise the formulation of legislative concepts, draft proposals on future legislative measures, develop and actively lobby for legislation, and is expected to testify on 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: In July of 2017, the BOG adopted the Strategic Vision. The Vision contains six goals for improving student outcomes over the next five years. These goals include:

- increasing the number of CCC - California State University / University of California transfers by 35% annually;
- increasing student completion of career education programs by 20% annually; and
- closing achievement gaps

As noted in the Strategic Vision, statutory, regulatory, and budgetary changes are vital to supporting the CCC system in achieving these goals. With this bold agenda, the CCCO requires the highest level of expertise and experience in the development and advancement of the policy and budget actions necessary to support this agenda. Where the Chancellor's Office has previously largely played a backseat and supporting role in state and federal policy and budget matters, to support the Board and Chancellor in achieving these goals for student success, the CCCCO is required to enhance and expand policy development and advocacy activities. Additional leadership and decision making capacity in the Governmental Relations and External Affairs Division is key to this work.

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 CCCCOC is requesting to reclassify a recently vacated Administrator for Academic Planning and Development to a CEA. The continued use of this classification for this position is not appropriate. The typical duties of an Administrator for Academic Planning and Development, as stated in the classification specification, are: incumbents plan and direct the development, administration and evaluation of an ongoing statewide Community College specialty area such as academic programs, equal employment opportunity and Affirmative Action Programs, library services, student services facilities and financial planning and administration, or information services, or vocational education program development or program operation." Also, due to the premature addition of Footnote 24 to the classification on April 12, 2016, the CCCCOC is no longer able to hire into this classification. Reclassifying to a CEA position will ensure more continuity, which is extremely important due to the level of legislative expertise required on a vast range of areas that will impact the Agency. The CEA classification is anticipated to produce a larger and more experienced candidate pool compared to that of the current, hard to recruit classification currently used.

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 CEA will have principle responsibility relative to the following areas:

- (1) Developing policy priorities in accordance with the Strategic Vision for the Chancellor's Office and recommending those priorities to the VC.
- (2) Once policy priorities are identified, working with staff to assign research, analysis and drafting responsibilities to the Governmental Relations and External Affairs Division staff.
- (3) Monitoring and managing staff research and analysis, and determining if policy proposals are ready to move forward to Legislative Advocacy.
- (4) Once final approval is achieved, the individual will have primary responsibility to work with federal and state policymakers to advance requested policy changes.

Policy areas covered by these responsibilities may include guided pathways, inmate education, veterans education, concurrent enrollment, and budget.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will have the authority to make decisions regarding policy priorities, bill positions, and advocacy activities. The CEA will have the authority to assign policy areas to staff, and direct staff in all aspects of state and federal advocacy. The CEA will have the authority to determine internal and external stakeholders that require consultation for various policy matters.

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

The CEA will be responsible for drafting bill and amendment language, in working with the state and federal government on relevant policies that impact community colleges and our students. The CEA will also be responsible for working with program staff on regulations and guidance to support implementation of bills approved by the Legislature and Governor. This work requires a deep understanding the legal landscape of existing laws and regulations as well as any implementation opportunities and challenges.