

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

8/1/2019

2. Department

California Correctional Health Care Services

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

Fiscal Management Section

4. CEA Position Title

Assistant Deputy Director, Fiscal Management Section

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

The California Correctional Health Care Services proposes to allocate the above position to the CEA category. The Assistant Deputy Director will be responsible for all of the day-to-day fiscal operations of the California Correctional Health Care Services' and the Division of Health Care Services' \$3.4 billion budget. The incumbent will have responsibility for the Department's fiscal policy implementation as well as serve as an advisor internally and externally on the Department's budget. Fiscal accuracy and accountability are critical to the Department's mission to provide a constitutional level of care to patients.

6. Reports to: (Class Title/Level)

Deputy Director, Fiscal Management - CEA Level B

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): The CEA will be responsible for the implementation and policy oversight of the California Correctional Health Care Services' and the Division of Health Care Services' fiscal operations.

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 direction of the Deputy Director, Fiscal Management Section, the Assistant Deputy Director, Fiscal Management Section oversees the day-to-day operations within the Fiscal Management Section. The Assistant Deputy Director assists the Deputy Director, Fiscal Management Section with policy-making decisions and is responsible for routine budgetary management. The Assistant Deputy Director enforces departmental policy, provides guidance and consultation, and applies laws, rules, and regulations to ensure budget responsibility of the program.

Typical duties include the following:

Directs the day-to-day operations and management of the California Correctional Health Care Services' (CCHCS) and the Division of Health Care Services' (DHCS) budget at headquarters and the 35 adult institutions to ensure uniform implementation of Departmental policies and procedures. Makes decisions regarding direction, support, and oversight to the Fiscal Management staff who manage the budgetary development, budget issues, and budgetary reporting. Develops an effective training plan for staff at headquarters and in the field. Works closely with the Deputy Director, Fiscal Management and management staff on budgetary related matters concerning issues to ensure operational effectiveness and standardization.

Provides guidance to staff in the preparation of the budget concept statements, feasibility study reports/budget change proposals (BCP) for the Department's administrative and health care programs and ensures that all BCPs are tracked through the entire budget process and implemented upon approval.

Enforces the Department's administrative and health care budgetary services, which are a highly complex statewide program requiring expertise in the knowledge and enforcement of procedures and applicability of laws, rules, regulations, and policies to ensure budget responsibility and integrity in all phases of business transactions. Assists with the development and implementation of budget policies, and procedures that determine the development and dissemination of budget-related information to the Department of Finance, Joint Legislative Budget Committee, Bureau of State Audits, Legislature, Legislative Analyst's Office, and institutions.

Develops and implements a training and mentoring program to ensure Fiscal Management staff are equipped with the necessary knowledge, skills, and abilities to operate a high-functioning program. Formulates performance measurements, goals, and objectives. As required, serves in an acting capacity in the Deputy Director's absence.

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 Assistant Deputy Director, Fiscal Management assists in policy-making and oversees program management and policy direction for all aspects of the financial management program of the Receiver's administrative, and health care programs on a statewide basis. The incumbent will provide executive management, policy implementation, guidance, consultation, applies laws, rules, regulations, and policy to ensure fiscal responsibility and will respond to questions from the Receiver's Office. The incumbent will initiate the implementation of new policies.

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 Fiscal Management Section is vast and complex. The 2019-20 Governor's Budget shows the CCHCS and the DHCS with a combined budget of \$3.4 billion and 17,882 positions. The establishment of Assistant Deputy Director, Fiscal Management Section to the CEA category is necessary due to the significant increase in position authority and budget from the establishment of multiple additional programs, such as at the Psychiatric Inpatient Program, Dashboard, Integrated Substance Use Disorder Treatment program, Educational Partnership Program, Telehealth, etc. that were not present at time the Department was first created. Additionally, this position is critical to ensuring a successful transition out of the Receivership and back to the State.

The incumbent will have responsibility for the Department's fiscal policy recommendation, implementation, and administration as well as serve as an advisor internally and externally on the Department's budget. The Assistant Deputy Director will ensure integrity and accountability of the Department's fiscal operations by ensuring policy administration and implementation to the Department's fiscal forecasting/estimating, budget, and accounting/financial reporting functions; advising the directorate, executive staff, and Departmental programs on fiscal operations; and representing the department externally on fiscal matters.

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 Assistant Deputy Director, Fiscal Management will assist the Deputy Director, Fiscal Management Section with policy-making decisions and is responsible for routine budgetary management. The Assistant Deputy Director will enforce departmental policy, provide guidance and consultation, and apply laws, rules, and regulations to ensure budget responsibility of the program.

The incumbent will initiate the implementation of new policies and assist in the revisions of existing policies, procedures, and protocols that will be implemented at the local level, geographically, and statewide. These new policies will affect patients, their families, and all staff at the existing adult institutions and headquarters.

The Assistant Deputy Director, Fiscal Management will ensure compliance with state and federal laws, rules, and regulations governing fiscal operations.

The Department's goal is to provide constitutionally adequate health care to patients within a delivery system the State can successfully manage and sustain, which will ultimately bring the Receivership to an end. The CEA is in charge of the evaluation and execution of complex financial strategies with both short and long-term goals, and the implication of proposals set by the Federal Court litigation.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Assistant Deputy Director, Fiscal Management will enforce the Department's administrative and health care budgetary services, which is a highly complex statewide necessity, requiring expertise in the knowledge and enforcement of procedures and applicability of laws, rules, regulations, and policies to ensure budget responsibility and integrity in all phases of business transactions. The Assistant Deputy Director, Fiscal Management will assist with the development and implementation of budget policies, and procedures that determine the development and dissemination of budget-related information to the Department of Finance, Joint Legislative Budget Committee, Bureau of State Audits, Legislature, Legislative Analyst's Office, and institutions.

The Assistant Deputy Director, Fiscal Management will provide guidance to staff in the preparation of the budget concept statements, feasibility study reports/budget change proposals (BCP) for the Department's administrative and health care programs and will ensure all BCPs are tracked through the entire budget process and implemented upon approval. The incumbent will make decisions regarding direction, support, and oversight to the Fiscal Management staff who manage the budgetary development, budget issues, and budgetary reporting and will work closely with the Deputy Director, Fiscal Management and management staff on budgetary-related matters concerning issues to ensure operational effectiveness and standardization.

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

The CEA will be responsible for both assisting with the development, interpretation, and implementation of new fiscal management policies, as well as interpreting and implementing existing and/or new State or federal fiscal policy issues by the Department of Finance, State Controller's Office, etc.