

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

09/08/2016

2. Department

California Department of Corrections and Rehabilitation

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

Office of the Secretary

4. CEA Position Title

Special Assistant to the Undersecretary, Operations

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

The Department of Corrections and Rehabilitation proposes to allocate the above position to a CEA category Level A within the Office of the Secretary. The Special Assistant to the Undersecretary, Operations will serve as a primary policy advisor to the Undersecretary, Operations and executive staff on matters of policy critical to the department.

6. Reports to: (Class Title/Level)

Undersecretary, Operations, California Department of Corrections and Rehabilitation

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 Special Assistant to the Undersecretary, Operations will be responsible for providing direct high level expertise and assistance to the Undersecretary, Operations on all matters of policy critical to program enhancements. CDCR has expanded the executive offices into three major areas pertaining to functionality: administration, adult programs, and operations. The Undersecretary, Operations has overall responsibility for correctional adult operations and programs, juvenile justice, rehabilitative programs, and correctional safety within the Department. In addition, the Undersecretary, Operations is responsible for establishing departmental policies and priorities related to operational and rehabilitative programs, and ensuring that the Department is fulfilling its mission.

The Special Assistant will make recommendations to the Undersecretary, Operations on policy changes in all areas, which include correctional adult operations, juvenile justice, rehabilitative programs, victim services, parole operations, and correctional safety. In addition, due to the extent of new and old policies, court mandates, divisional and departmental protocol, laws, and rules, the Undersecretary, Operations needs to stay abreast of all of the daily critical issues that arise in program areas; the Special Assistant will analyze emergent situations within departmental programs and make policy recommendations to the Undersecretary, Operations and to programs on behalf of the Undersecretary, Operations. The Special Assistant serves as the primary point of contact on policy development, implementation, and the daily operations of the Department to be able to resolve complex and sensitive issues raised by executive and management staff, and works collaboratively with the Office of Labor Relations and the Office of Legal Affairs in order to provide assistance and advise on labor related issues. The Special Assistant will be proactive in presenting and addressing issues to the Undersecretary, Operations while providing direction to management, task force members, and others on projects and other work with the Governor's Office, Department of Finance, representatives of the Legislative Analyst's Office, Office of the Inspector General, the Legislature, California Prison Health Care, union officials, court officials, and other state, local, and federal agencies.

The Special Assistant will provide overall project management of sensitive and critical special projects and task forces within the Department while maintaining responsibility for resolving complex and sensitive issues; and ensuring inquiries related to court mandates, stipulated agreements, and legislative commitments are addressed.

The Special Assistant will make recommendations to the Undersecretary, Operations on policy that cross program lines throughout the Department to ensure consistency with departmental goals and objectives and ensuring that the Department is meeting federal and state mandates. The Special Assistant to the Undersecretary, Operations will attend and participate, on behalf of the Undersecretary, Operations, when required, in significant and highly sensitive meetings with the Governor's Office staff, legislative staff, Directors and other high level executive staff on a variety of program issues that are delegated by the Undersecretary, Operations.

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 Special Assistant to the Undersecretary, Operations will represent the Undersecretary, Operations and act as a liaison with subordinate executive management, legislative staff, the Governor's Office staff; and have direct responsibility for building relationships on behalf of the Undersecretary, Operations, with stakeholders, constituency groups, CDCR divisions, local governments, and third party advocates. The Special Assistant to the Undersecretary, Operations will work collaboratively with executive management in the formation, coordination, and the implementation of departmental and programmatic policies in areas such as, but not limited to, rehabilitative programming inside CDCR facilities and on parole, sex offender managements, and juvenile justice realignment. The Special Assistant to the Undersecretary, Operations will coordinate study efforts to determine policy needs throughout the Department to promote the Department's mission, policies, and objectives, playing a critical role in ensuring the mission of the Department are reflected in work projects.

In addition, the Special Assistant to the Undersecretary, Operations will be responsible for formulating high level responses consistent with the mission, goals, and objectives of the Department and analyzing reported findings for departmental implications; making recommendations to the Secretary regarding the impacts and potential outcomes of efforts undertaken.

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 request to establish the CEA Level A position is to assist the Undersecretary, Operations in fulfilling their increased duties and responsibilities, and aggressive goals of the Department. The Special Assistant will have a high level of expertise and knowledge about the principles and practices of correctional operations. Among the responsibilities of the position, the Special Assistant would advise the Undersecretary, Operations on a wide range of correctional matters including policy, programmatic, and regulatory issues; sensitive investigations; and inmate incidents and correspondence. Additionally, the Special Assistant would assist the Office of Labor Relations in the performance of collective bargaining activities and grievances.

The Special Assistant to the Undersecretary, Operations will facilitate meetings with high level officials within the state and federal governments, the Legislature, and other constituent groups. The Special Assistant will also review and evaluate assignments submitted by subordinate programs; monitor the progress of tasks forces, committees, or special work groups; provide advice on the formulation, coordination, and implementation of policies and procedures; and represent the Department's position on significant policy and program issues.

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 Special Assistant serves as the primary policy advisor to the Undersecretary, Operations and may act independently on behalf of the Undersecretary, Operations in a multitude of situations regarding sensitive issues such as, but not limited to: policies, litigation, and program direction relative to the Department's primary mission. The Special Assistant will have responsibility for developing and communicating departmental policy for high level projects having broad impact across multiple areas; in this capacity, the incumbent makes policy recommendations that have department-wide impact in a wide variety of areas such as program enhancements, strategies and organization related to the functions of CDCR necessary to assure accomplishment of the Department's vision and mission.

The Special Assistant will represent the Undersecretary, Operations and act as a liaison with executive management, legislative staff, and the Governor's Office staff; and have direct responsibility for building relationships on behalf of the Undersecretary, Operations with CDCR divisions, local governments, court officials, other state offices, the Legislature, and union officials.

The Special Assistant will work collaboratively with executive management in the development and implementation of departmental and programmatic policies in areas such as, but not limited to, rehabilitative programming inside CDCR facilities and on parole, sex offender management, and juvenile justice realignment. The Special Assistant will coordinate study efforts and task forces to determine policy needs throughout the Department to promote the Department's mission, policies, and objectives, playing a critical role in ensuring the mission of the Department are reflected in work projects. In addition, the Special Assistant will be responsible for analyzing reported findings for departmental implications, including reports from the Office of the Inspector General, Bureau of State Audits, Department of Finance, and Department of General Services. The Special Assistant will prepare and review reports for the Undersecretary, Operations regarding the impacts and potential outcomes of efforts undertaken.

The Special Assistant will consult with and work collaboratively with the Office of Labor Relations and the Office of Legal Affairs in order to provide assistance and advise on labor related issues, and Executive Staff regarding the implementation of policies, program changes, and daily issues.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Special Assistant will work collaboratively with executive management in the development and implementation of departmental and programmatic policies in areas such as, but not limited to, rehabilitative programming inside CDCR facilities and on parole, sex offender management, and juvenile justice realignment. The Special Assistant will coordinate study efforts and task forces to determine policy needs throughout the Department to promote the Department's mission, policies, and objectives, playing a critical role in ensuring the mission of the Department are reflected in work projects. In addition, the Special Assistant will be responsible for analyzing reported findings for departmental implications, including reports from the Office of the Inspector General, Bureau of State Audits, Department of Finance, and Department of General Services. The Special Assistant will prepare and review reports for the Undersecretary, Operations regarding the impacts and potential outcomes of efforts undertaken.

The Special Assistant will make recommendations to the Undersecretary, Operations on policy that cross program lines throughout the Department to ensure consistency with departmental goals and objectives and ensuring that the Department is meeting federal and state mandates, and work collaboratively with the Office of Labor Relations and the Office of Legal Affairs in order to provide assistance and advise on labor related issues.

In addition, the Special Assistant will have responsibility for developing and communicating departmental policy for high level projects having broad impact across multiple areas; in this capacity, the incumbent makes policy recommendations that have department-wide impact in a wide variety of areas such as program enhancements, strategies and organization related to the functions of CDCR necessary to assure accomplishment of the Department's vision and mission.

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

The Special Assistant will work collaboratively with executive management in the development and implementation of departmental and programmatic policies in areas such as, but not limited to, rehabilitative programming inside CDCR facilities and on parole, sex offender management, and juvenile justice realignment. The Special Assistant will coordinate study efforts and task forces to determine policy needs throughout the Department to promote the Department's mission, policies, and objectives, playing a critical role in ensuring the mission of the Department are reflected in work projects. In addition, the Special Assistant will be responsible for analyzing reported findings for departmental implications, including reports from the Office of the Inspector General, Bureau of State Audits, Department of Finance, and Department of General Services. The Special Assistant will prepare and review reports for the Undersecretary, Operations regarding the impacts and potential outcomes of efforts undertaken.