

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

January 13,
2017

2. Department

California High-Speed Rail Authority

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

Administration Office

4. CEA Position Title

Chief Administrative Officer

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 Chief Executive Officer, the Chief Administrative Officer (CAO) is responsible for the administrative operations that support the Authority's broader mission. The CAO develops, manages, and provides direction and oversight for the performance and business responsibilities for key services that include business services/facilities, Equal Employment Opportunity (EEO), Human Resources, Information Technology, policy and records management. The incumbent ensures the development of strategic goals and objectives for the Administration Office by developing policies and procedures and implementing programs. Develops and implements policy for the following areas: business services/facilities, Equal Employment Opportunity (EEO), Human Resources (including labor relations and training), Information Technology, policy and records management. The incumbent also serves as the Authority's EEO Officer and Title VI Coordinator.

6. Reports to: (Class Title/Level)

Chief Executive Officer (Exempt)/Executive

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 CAO is responsible for the overall management of the Authority's administrative programs. The CAO is also responsible for the policy development and application of Administrative and Information Technology systems. Furthermore, the CAO provides leadership and management to the following programs: business services/facilities, EEO/Title VI, Human Resources, Information Technology, policy and records management. The CAO acts as an executive level liaison to various control agencies including the Department of Finance, Department of Human Resources, Department of Technology, and the State Controller's Office. The CAO also acts as the Authority's Title VI administrator.

The CAO is a key member of the Authority's Executive Management team and advises the Authority Board, Chief Executive Officer, Chief Deputy Director, and other staff on the Authority's administrative matters. The CAO directs and provides oversight to Authority employees, contract staff, loaned staff, and inter-agency staff that support the Authority's business services/facilities, EEO/Title VI, Human Resources, Information Technology, policy and records management needs.

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 establishment of the CEA position is essential to accomplish the mission critical work of the High-Speed Rail project by providing oversight of the Authority's administrative operations and advising the Executive Management team on all matters and policies concerning the administrative operations of the Authority.

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.

This position is currently a vacant exempt position. However, it has been determined that this is not the appropriate level for this position. The staffing configuration as well as the oversight and supervision role requires the leadership and experience of a CEA equipped to direct multiple, concurrent, complex, and sensitive administrative projects.

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 CAO will be responsible for developing policies in the areas of business services/facilities, EEO/Title VI, Human Resources, Information Technology, policy and records management. The CAO advises and assists the Executive Management team on complex and sensitive administrative policy matters pertaining to these areas. Examples are as follows:

(1) The CAO must ensure that statewide mandated policies for the Authority are developed, implemented and maintained, including but not limited to: Drug-Free Workplace; Equal Employment Opportunity, Family and Medical Leave Act/California Family Rights Act, Incompatible Activities, Illness & Injury Prevention, Information Technology, Privacy, Reasonable Accommodation, Records Management, Sexual Harassment Prevention, and Workplace Violence Prevention. These mandated policies must be enforced to avoid noncompliance to statewide laws and rules that could result in lawsuits, negative press and excessive costs to the Authority.

(2) Information Technology: The CAO directs the planning and implementation of enterprise information systems in support of business operations in order to improve cost effectiveness, service quality, and business development. This position formulates, approves, and implements information technology and enterprise policies, procedures and standards that have an impact on the Authority's project. This position also develops practices and standards related to the delivery of Information Technology operations and services; derives business value from information technology related services and investments; ensuring that technology policies and practices are in compliance with California State policies and that they are in alignment with the business needs and objectives of the Authority. Lastly, this position develops strategic direction to support enterprise solutions in the areas of content management, relational database technologies and business intelligence, as well as overseeing the Authority's data assets as it relates to structured and unstructured information, project planning and management.

(3) Records Management and Document Control: The CAO provides, supports, and maintains a Records and Document Management Program (RDMP) to verify that the provisions of the State Records Management Act, State Administrative Manual (SAM), Information Practices Act, and other applicable State and Federal laws, rules, and standards are effectively met. The RDMP is necessary for the efficient operation of the Authority and its consultants and contractors, and to guide good record keeping practices, including the retention and preservation of paper and electronic records.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CAO is a key member of the Authority's Executive Management team and has full management responsibility for planning, organizing, and directing the administrative functions for the Authority. This position is responsible for formulating and administering administrative policies, procedures and practices, as well as implementing and monitoring them to ensure compliance. This position is also responsible for providing the necessary managerial and leadership skills in order to continuously meet and improve administrative goals and objectives, and administrative challenges.

The CAO will represent the Authority with the Governor's Office, the Department of Finance, the Department of Human Resources, the Department of Technology, the State Controller's Office and other agencies related to the administrative functions of the project.

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

The CAO will have full management responsibility for developing, interpreting, and implementing policies in the areas of business services/facilities, EEO/Title VI, Human Resources, Information Technology, policy and records management. This position will also be responsible for advising and assisting the Executive Management team on complex and sensitive administrative policy matters pertaining to these areas.