

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

October 25,  
2016

2. Department

California High-Speed Rail Authority

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

Southern California Regional Office

4. CEA Position Title

Southern California Deputy Regional Director

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 California High-Speed Rail Authority's (Authority) Southern California Regional Director and in conjunction with other Authority Directors, as applicable, the Southern California Regional Deputy Director is responsible for administrative and policy directives required to provide management and oversight of key regional activities. This high-profile role has a high consequence for error, so this position is responsible for extensive executive level coordination within the Authority to develop and recommend strategies and policies consistent with program wide goals and objectives.

6. Reports to: (Class Title/Level)

Regional Director/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): Works directly with the Southern California Regional Director on regional policy issues.

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.**

In cooperation with the Communications Office, the Southern California Deputy Regional Director will develop and recommend the tactical actions activities required to conduct a community relations program to raise awareness, interest, involvement, and support for the High-Speed Rail project throughout the project development phase that is consistent with statewide strategies, directives, and procedures.

Supports the Southern California Regional Director in conducting the activities required to support the implementation of the Authority's Southern California Memorandum Of Understanding consistent with statewide strategies and objectives. Provides contract management, administrative policy directives, and related management support for numerous Authority partnership agreements and non-technical negotiations with local agencies in the Southern region.

Supports Southern Regional Project Delivery and completion of environmental documents by meeting with local and state agencies, property owners, local businesses, community organizations, planning organizations, stakeholders, and the general public to resolve issues and communicate project objectives in order to deliver the project within the planned scope, schedule, and budget. These efforts will be conducted in conjunction with the appropriate offices and branches of the Authority and will support project delivery efforts. In addition, this position will develop, implement, and maintain procedures to provide timely and accurate information regarding project status to the Southern California Regional Director, the Communications Office, and the Authority Executive Management Team, including the identification of community issues which may impact or affect the development and construction of the High-Speed Rail system within the Southern Region. Recommends actions, in conjunction with the appropriate Authority Branch or Office, to address these issues.

Provides administrative oversight of the Authority's consultants to develop and implement Southern Region based programs that articulate the role of the High-Speed Rail project in the community and fulfill requirements of the NEPA/CEQA process. Additionally, the position will ensure consistency and coordination of these activities with statewide strategies and procedures and assist the project teams in managing and coordinating related project activities with other branches of the Authority. Identifies conflicts and issues in a timely manner, assists in elevating them if unable to resolve directly and ensures that all reasonable alternatives are explored before requesting changes.

Supervises the Staff Services Manager I and will provide functional leadership for administrative issues related to the Southern California Regional Office in coordination with the Administration Office and the Human Resource Branch of the Authority. Additionally, provides direction to senior regional staff, as applicable, in areas of functional responsibility.

**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 Southern California Regional Office is responsible for delivering High-Speed Rail to a geographic area that covers 330 miles. Of the 38 million people who live in California, 22 million live in the Southern California Regional Office's jurisdiction.

**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.

As the Southern California Regional Office moves further into the Environmental and Project Development phases of the project, there has been an increase in public outreach and public involvement. The Southern Region needs a position in addition to the Regional Director who is qualified to meet with stakeholders, make presentations to the public, and make policy decisions for the Authority.

### 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.

Responsible for developing policies in the areas of (1) Contract Management, (2) Environmental Planning and (3) Community Outreach.

(1) In terms of contract management, the Southern California Deputy Regional Director will be responsible for Authority partnership agreements and non-technical negotiations with local agencies along the alignment in the Southern California Region. The nature of these agreements will be for public utilities, personnel services, and services rendered by the Authority for creating system compatibilities and resolving system conflicts. System compatibilities include road alignments, bridge design, railway alignments and other public systems that require integration with the High-Speed Rail system. Now that the Authority will be working with the Rail Delivery Partner (RDP) on these issues, the Southern California Deputy Regional Director will need to develop specific policies and procedures regarding how the Authority will ensure that the RDP complies with all Southern California Regional Partnership Agreement requirements. As the RDP is a statewide entity and the project is statewide, this position will develop and implement policy that will be adopted throughout the state to facilitate project management between the Authority, the RDP, and all other stakeholders. For example: the Southern California Deputy Regional Director will create partnership agreements with local governments and utility companies, which will determine the location of utilities and facilities. The impact of these decisions will impact costs to the contractors based on the need.

(2) Regarding environmental planning, the Southern California Deputy Regional Director will be required to develop and execute policies and programs consistent with the NEPA and the CEQA, in conjunction with the Environmental Branch. This will involve developing policies to resolve issues in the environmental planning process that may result in delays that would impact the statewide project. For example: the Southern California Deputy Regional Director will create policies in conjunction with the Environmental Branch for the RDP to ensure that the project follows NEPA and CEQA requirements concerning permit applications, adopting federal and state land management actions and constructing highways and other publicly-owned facilities.

(3) In terms of community outreach, this position will collaborate with the Southern California Regional Director, the Communications Office, and regional stakeholders to develop policies and procedures for stakeholder and community outreach consistent with the Authority's policy to inform the public of the activities and objectives of the Authority as it carries out its mission of planning, designing, building, and operating the High-Speed Rail system in California. Specific policy would include processes and procedures regarding when and how to keep the public informed of changes to the project, how to keep stakeholders informed and how to facilitate communication between stakeholders and Authority partners. For example: the Southern California Deputy Regional Director will develop policy for the RDP in order to ensure that specific community outreach mandates are achieved. This includes policies that fulfill the mandates of the NEPA, CEQA and the Authority's Business Plan 2016 (regarding public information) which mandates the Authority to inform stakeholders and the community of proposed Environmental and Business Plan actions in order to provide opportunities for public review and comment.

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

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

Collaborates with the Communications Office, the RDP, and internal and external stakeholders affiliated with the Authority to incorporate stakeholder perspectives into new Southern California Regional policies and procedures, consistent with the Authority's Business Plan 2016.

Based on the recommendations provided, the Southern California Deputy Regional Director will be responsible for developing policies that impact all Southern California region partnership agreements (cities, counties, water districts, local agencies, etc.), Right Of Way, Environmental Planning and Budgets. For example, as a representative of the Authority, the Southern California Deputy Regional Director will work with partnership agreement entities (local agencies, cities, counties, water irrigation districts, etc.) to draft partnership agreements on utilities, roadways, and transportation access that will be impacted by the High-Speed Rail system. The Southern California Deputy Regional Director will then approve the agreements and begin managing them. As a contract manager, the Southern California Deputy Regional Director will ascertain whether all parties are in compliance with contract agreements, and provide contract enforcement.

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

The Southern California Deputy Regional Director will work with the applicable Authority entities to develop and recommend new Southern California Regional policies and procedures, consistent with statewide directives. These new policies will be used for the Authority in guiding the RDP in ensuring that the High-Speed Rail project is in compliance with federal and state regulations during project development.

The policies will be used for project deliverables, timelines for deliverables, agreements, methods for resolving issues, and overall policies on project compliance. For example: the Authority will need policy to instruct the RDP regarding maintaining community awareness, interest, involvement, and support for the High-Speed Rail project throughout the project development phases associated with the Southern California sections of the High-Speed Rail system. This is an important role as these policies will be used to support Southern California Regional Project Delivery through outreach with local and state agencies, property owners, local businesses, community organizations, planning organizations, stakeholders, and the general public.