

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

3/12/18

2. Department

Natural Resources Agency

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

4. CEA Position Title

Deputy Assistant Secretary for Legislation

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

This position will:

Managing the legislative process for the 26 departments, boards, conservancies and commissions that are part of the Natural Resources Agency. This includes:

- \* Setting the timetables and parameters around the legislative analysis that supports the Secretary's and the Governor's Office decision making.
- \* Studies individual department positions and then recommends a single Agency position to the Deputy Secretary and the Secretary.
- \* Provides guidance to departments on analytical problems concerning all legislation that impacts departments within the Agency.
- \* Provides guidance to the Governor's Office legislative staff on process and structure of analytical products.
- \* Consults with equivalent officers or higher ranking officials from other Agencies to streamline their processes.
- \* Responds to inquiries from Deputy Directors of Legislation in all of the departments within the Agency.

6. Reports to: (Class Title/Level)

Deputy Secretary of Legislation - 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): Key advisor to the Deputy Secretary of Legislation and the Secretary of Natural Resources on all legislation that affects departments within the Agency.

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 Deputy Assistant Secretary for Legislation manages the legislative process for the 26 departments, boards, conservancies and commissions that are part of the Natural Resources Agency. This includes:

- \* Setting the timetables and parameters around the legislative analysis that supports the Secretary's and the Governor's Office decision making.
- \* Studies individual department positions and then recommends a single Agency position to the Deputy Secretary and the Secretary.
- \* Directs departments to provide necessary information on short time lines for high-level legislative negotiations.
- \* Provides guidance to departments on analytical problems concerning all legislation that impacts departments within the Agency.
- \* Provides guidance to the Governor's Office legislative staff on process and structure of analytical products.
- \* Consults with equivalent officers or higher ranking officials from other Agencies to streamline their processes.
- \* Responds to inquiries from Deputy Directors of Legislation in all of the departments within the Agency and helps them prioritize legislative analysis.
- \* Works on special projects, including the restoration of the Salton Sea and Clear Lake rehabilitation, for the Deputy Secretary for 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:

The Legislative unit is responsible for furthering the Governor's and the Secretary's legislative agendas. With 26 departments, boards, conservancies and commissions, the legislative unit for the Natural Resources Agency is responsible for synthesizing differing department perspectives into one cohesive recommendation for the Secretary and the Governor. Working on short legislative time lines it is critical for these recommendations to be timely, concise, direct and in line with the Administration's overall policy direction. Without this information, the Governor's Office would be flying blind during negotiations or would receive conflicting viewpoints from various departments. The Agency's mission is to "restore, protect and manage the state's natural, historical and cultural resources for current and future generations using creative approaches and solutions based on science, collaboration and respect for all the communities and interests involved." With over 200 pieces of legislation per year, every aspect of the Agency's mission is either directly or indirectly touched by these bills and consequently this position.

**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 scope and size of responsibility for this position has increased as the number of departments that report to the Agency has grown significantly over the last 20 years. At least 5 new entities now report to the Agency and the size of the overall budget has grown from \$5.6 billion in 1999/2000 to \$10 billion today. This growth includes the negotiation and passage of eight bond measures that total over \$30 billion and the creation of new conservancies and departments. This growth brings along with it increased involvement with the Legislature on bills to create and govern new entities and bills that need to be analyzed and shepherded through the process for new programs and responsibilities.

In addition, California has become a worldwide leader in natural resources conservation issues, leading to a significantly more complex legislative package for the Agency. For example, over the last 20 years there has been an increased focus on the following: oil and gas regulation, energy efficiency, climate change and resiliency, natural disasters impact on the citizens of the state - fire, flood, mudslides, tree mortality.

### **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.

This position will be helping departments to develop new policy and will be guiding it through the legislative process. This includes policies in many areas that include, among others: managing oil and gas exploration and storage in California, climate change, cap and trade, natural disasters - including wildfires and earthquakes, coastal development and preservation, water resources, and hunting and fishing.

This position will need to become familiar with these areas and consult with subject matter experts in various departments to create a succinct agency-wide policy and position on legislation in these areas. There are over 200 bills each year that could impact department policies, budgets or staffing. Without this CEA, there would not be a coordinated and effective response to these proposed changes in law. The CEA will ensure that Agency has coherent positions on these bills and therefore the Secretary and the Governor's Office can effectively negotiate the Administration's agenda.

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

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

The Deputy Assistant Secretary for Legislation manages the legislative process for the 26 departments, boards, conservancies and commissions that are part of the Natural Resources Agency. This includes:

- \* Setting the timetables and parameters around the legislative analysis that supports the Secretary's and the Governor's Office decision making.
- \* Studies individual department positions and then recommends a single Agency position to the Deputy Secretary and the Secretary.
- \* Directs departments to provide necessary information on short time lines for high-level legislative negotiations.
- \* Provides guidance to departments on analytical problems concerning all legislation that impacts departments within the Agency.
- \* Provides guidance to the Governor's Office legislative staff on process and structure of analytical products.
- \* Consults with equivalent officers or higher ranking officials from other Agencies to streamline their processes.
- \* Responds to inquiries from Deputy Directors of Legislation in all of the departments within the Agency and helps them prioritize legislative analysis.
- \* Works on special projects, including the restoration of the Salton Sea and Clear Lake rehabilitation, for the Deputy Secretary for Legislation.

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

This position will be helping departments to develop new policy and will be guiding it through the legislative process. This includes policies in many areas that include, among others: managing oil and gas exploration and storage in California, climate change, cap and trade, natural disasters - including wildfires and earthquakes, coastal development and preservation, water resources, and hunting and fishing.