

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

2017-11-21

2. Department

Governor's Office of Emergency Services (Cal OES)

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

Response and Recovery Operations

4. CEA Position Title

CEA (A) Headquarters Response

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

The position manages and supports Response Operations, the California State Warning Center, the State Operations Center, Response Systems Integration, Strategic Incident Management Operations, and Alert and Warning to plan, develop, maintain, coordinate and execute emergency operations in support of state and local partners during normal and disaster operations.

6. Reports to: (Class Title/Level)

Assistant Director, Response Operations

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.

Headquarters Response Chief

The position leads, manages, and directs Cal OES critical response functions that includes direct oversight of four Divisions and approximately 40 technical and emergency management professionals. The Divisions include: Response Operations, the California State Warning Center, Response Systems Integration, and Strategic Incident Management Operations. Additionally, since this position oversees the State Operations Center (SOC), responsibilities expand exponentially during disasters and exercises when additional State Agency personnel, Federal government agencies, private and public utilities, Red Cross, and other emergency management partners are assigned to critical functions within the SOC for extended periods of time on a 24/7 basis.

Overarching duties include: planning, developing, maintaining, coordinating and executing emergency operations in support of state, local, federal, and non-governmental partners during normal and disaster operations.

Responsible for developing and implementing the policies, procedures, and digital Response systems used by Cal OES for emergency response to ensure consistent responses to all hazards, as well as identifying program and policy needs across the Cal OES Headquarters Response sections. During disasters and exercises, the State Operation Center (SOC) activities surge and this position will have oversight and policy decision making of all SOC response and Emergency Support Function activities that impact Cal OES programs and all State Agency partners. This position will ensure Cal OES complies with, implements, and integrates National Emergency Management and policies and guidance throughout Cal OES' response operations policies and procedures.

This position will oversee training for staff, as well as provide critical input for statewide emergency management training curriculum to ensure effective emergency operations at the state and local levels, as well as the effective integration of our federal counterparts.

During emergencies, directs and coordinates critical emergency response communications activities and protocols to ensure timely and accurate situational awareness. Additionally, this position will ensure efficient and effective response support that include cross-functional and multi-discipline planning, training, and exercises.

This position will also be responsible for the oversight and leadership of the administrative functions, including budget administration issues, personnel issues, grant management, employee development, and Executive and Program Duty Officer training programs. As assigned, manage critical, sensitive, timely and/or confidential projects and tasks requested by the Deputy Director Response and Recovery Operations and Assistant Director, Response.

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: Cal OES' mission is to protect lives and property, build capabilities, and support our communities for a resilient California. We achieve our mission by serving the public through effective collaboration in preparing for, protecting against, responding to, recovering from, and mitigating the impacts of all hazards and threats.

The position meets the department's and program's public safety mission by leading, managing, and directing the California State Warning Center, the State Operations Center, Response Systems Integration, and Strategic Incident Management Operations. These programs provide critical planning, coordination, situational analysis, and training to support emergency operations, mission critical training and exercises, and multi-agency coordination. This position will lead and coordinate state, local, federal, and NGO partners during normal and disaster operations. During disasters the State Operation Center (SOC) activities surge to have oversight and policy decision making of all SOC response and Emergency Support Function activities. Responsible for developing and implementing the policies, procedures, and digital Response systems used by Cal OES for emergency response to ensure consistent responses to all hazards. Additionally, this position will ensure effective response operations overarching Cal OES activities, including: planning, exercises, budget administration issues, personnel issues, and agency developmental training programs. Additionally, this position will implement effective program objectives in support of our agency goals, as well as establish and implement effective performance measures.

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 a national leader in emergency management in the United States, the California Governor's Office of Emergency Services has grown in the response program and necessitates a need for a new CEA position.

With over 38 million residents (12% of the population), the State of California is the most populous state in the nation and has the third largest land area among the states (163,695 square miles). California is culturally, ethnically, economically, ecologically, and politically diverse, and maintains the eighth largest economy in the world with 13 percent of the U.S. gross domestic product. California also faces numerous risks and threats to our people, property, economy, environment and is prone to earthquakes, floods, significant wildfires, prolonged drought impacts, climate change, public health emergencies, cybersecurity attacks, agricultural and animal disasters, as well threats to homeland security. Cal OES takes a proactive approach to addressing these risks, threats, and vulnerabilities that form the basis of our mission and has been tested through real events, as well as comprehensive exercises that help us maintain our state of readiness and plan for and mitigate impacts. Today, Cal OES performs its broader mission by administering numerous programs that support our stakeholders, protect our communities, and help create a resilient California.

Since the Agency wide reorganization of Cal OES in 2013 a number of new and complex functions and capabilities have been subsumed under the Response Directorate. These include the creation of the Strategic Incident Management Operations Branch, the California Cyber Security Integration Center, the merger of Homeland Security into the Law Branch, the Response Systems Integration Branch, and the realignment of Geospatial Information Systems into Response Branch. The result of aligning these critical response functions ensured more timely and robust responses to disaster events requiring close coordination efforts, but exceeded the Assistant Director's span of control.

The nature of work performed by the department is of such high consequence to the State of California that the Response Section is constantly evolving to best suit the needs of the State of California. The Response Section is growing exponentially and disasters are becoming more complex for pre-positioning and response activities. The department is requesting to add a CEA A to oversee continued growth and to help maintain the success of the state in swifter response to disasters by following policies and procedures with tighter span of control. Surge capacity in a disaster can quickly result in activation and oversight of hundreds of additional employees within the State Operations Center.

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 CEA positions will be developing and implementing new policies, as well as interpreting existing policies. These include:

- Developing and implementing Cal OES policies related to the State Operations Center necessary to carry out response operations in support of local government throughout California;
- Analyzing national emergency management policy and guidance documents, such as the National Response Framework, National Incident Management System, and the Presidential Directives, and identifying the necessary statewide emergency management policy updates for the California State Warning Center, the State Operations Center, Response Systems Integration, and Strategic Incident Management Operations, including modifications to training and exercise programs
- Developing, modifying, and implementing public safety, emergency management, and homeland security policies and procedures based on analysis of after action reports, trend analysis data, national best practices in support of multi-agency response operations.
- Providing technical input and recommendations to the statewide State Emergency Plan, and the associated Catastrophic plans (Earthquake, Flood, etc.) to ensure the effective emergency response operations.
- Review, analyze, and provide technical expertise into the statewide Emergency Support Functions (ESF) annexes that support the State Emergency Plan. The ESF annexes are a multi-agency planning effort that coordinates mission critical response operations for catastrophic events and integrates with the federal response system managed by the Federal Emergency Management Agency.

C. ROLE IN POLICY INFLUENCE (continued)

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

As assigned, manage critical, sensitive, timely and/or confidential projects and tasks requested by the Director, Chief Deputy Director, Response and Recovery Operations, and Assistant Director, Response. During disaster response, makes critical and expeditious decisions to protect life and property, and mitigate disaster damage and impacts.

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

The CEA position will be developing and implementing new policies, as well as interpreting existing policies. These include developing and implementing policies related to public safety field coordinations, cyber incident response, collaboration and coordination on policies affecting disaster response at national, state, local, and tribal levels, situational awareness integrations between state agencies with public safety protocols, and the implementation of the revised State Emergency Plan.