

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

01/22/2018

2. Department

California State Transportation Agency

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

Office of Traffic Safety

4. CEA Position Title

Deputy Director, Technology and Administration

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

The California Office of Traffic Safety's (OTS') mission is to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic losses. The requested CEA position is integral to the successful administration of the California Highway Safety Plan. This position is responsible for Operations Support, IT, Accounting, Budgets, and Procurement. This position is also responsible for Procurement and assisting with Budgeting for the California State Transportation Agency. This includes assisting with budgetary drills and Cap and Trade issues from the Governor's office.

Effective July 1, 2013, the Governor's Reorganization Plan No. 2 of 2012 created the Secretary for Transportation, which separated the transportation responsibilities of the Secretary for Business, Transportation, and Housing. In addition, the OTS merged with the California State Transportation Agency to achieve efficiencies by consolidating budgeting and accounting functions. The OTS continues to operate the Traffic Safety Program separate from California State Transportation oversight of departments and programs.

6. Reports to: (Class Title/Level)

Director, Office of Traffic Safety

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.

Oversee a staff of professional, technical and support employees that work on a broad range administrative and staff functions in the areas of information technology, contracts and procurement, project management, personnel management and office support services. Provide data analysis from Web/Social Media activities to measure program effectiveness and build efficient business strategies.

Function as Project Manager for office. Plans, organizes, directs staff in controlling the analysis, design, development, implementation, maintenance and user training activities performed in support of new and/or existing computer systems/ applications in order to simplify work processes and facilitate the flow of critical data throughout the office. Reviews and approves all project planning documents to ensure they comply with systems development methodology standards, monitoring status reports to ensure project activities are on schedule and within the approved budget, and, interacting closely with other executive staff to coordinate project-related activities which cross functional boundaries.

Managerial oversight in the development of policy positions and provides advice to top management on legislative issues, budget issues, information technology, program and fiscal audits, contractual services, state and federal funding trends, personnel matters and all administrative policy and procedure matters.

Serve as the office's Chief Information Office (CIO) and Information Security Officer. CIO duties include the planning, organizing, directing and establishing policy and strategic direction of the department's enterprise-wide systems and information management program. The CIO is responsible for providing a framework for making departmental IT decisions and to ensure information technology delivers results that stakeholder's value.

Directs the Procurement program areas including the standards and quality control, special purchasing and materials management; establishes policies and procedures for the effective implementation of statewide planned purchasing programs in general.

Directs the preparation of the Governor's Budget and related budget schedules for the office and coordinates with the CalSTA, the Department of Finance, and the Legislative Analyst Office, as well as staff representatives from both the State Assembly and Senate. Also prepares Budget Change Proposals (BCP) and Budget Revisions.

Functions as the office Personnel Officer, Training Officer, Labor Relations Officer, Equal Employment Officer, and other administrative positions, including Ethics Officer.

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 Deputy Director, Technology and Administration is critical to the overall success of the OTS and Cal-STA. This position ensures that reporting requirements to the National Highway Safety Administration are timely and accurate to ensure over \$100,000,000 a year can be allocated to eliminating fatalities and reducing serious injuries on California's roads.

This position is also critical to the CAL-STA in administering their budget, procurement of critical goods and services, responding to budgetary drills from the Governor's office, and assisting with Cap and Trade issues.

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.

In addition to the current duties, the new hire will absorb workload currently overseen by a Project Manager on contract from the California Department of Technology. The additional workload will consist of supporting OTS' statewide automated grant system. The grant system is used by OTS' approximately 300 grantees, representing 58 jurisdictions, including more than 200 law enforcement agencies, state entities and institutions of higher learning who compete for approximately \$80 million each year.

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.

Under the general direction of the Director, the incumbent is responsible for planning, organizing, directing and coordinating all administrative and IT activities. In addition to the current duties, the new hire will absorb workload currently overseen by a Project Manager on contract from the California Department of Technology. The additional workload will consist of supporting OTS' statewide automated grant system. The grant system is used by OTS' approximately 300 grantees, representing 58 jurisdictions, including more than 200 law enforcement agencies, state entities and institutions of higher learning who compete for approximately \$80 million each year. Will be responsible for the coordination of the system interfaces with FI\$Cal and the National Highway Traffic Safety Administration's (NHTSA) electronic system used for submitting California's Highway Safety Plan and federal funding voucher requests.

Support of OTS' grant process will require the incumbent to have knowledge of Project Management principles and be familiar with the State Budgeting Process, State Administrative Manual, State Contracting Manual, Benefits Administration Manual, and Personnel Management Policy. Additionally, the incumbent will manage all digital services activities and coordinate the collection data used to submit financial data in FI\$Cal, integrating financial reporting to the federal government's electronic payment system, and prepare audit reports for the California's state's Office of State Audits and Evaluations', NHTSA's quarterly audit of grant fiscal files, and NHTSA's triennial management review (audit) of OTS' grant program.

The incumbent will serve as the office's Chief Information Office (CIO) and Information Security Officer. CIO duties include the planning, organizing, directing and establishing policy and strategic direction of the department's enterprise-wide systems and information management program. The CIO is responsible for providing a framework for making departmental IT decisions and to ensure information technology delivers results that stakeholder's value.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will have a broad range of decision-making authority that will impact several critical functions both at OTS and Cal-STA. The CEA will be in serve as the Project Manager of the Electronic Grants Management System. This system satisfies federal regulations required for the state to receive grant funding to prevent collisions on all California roads. This is a complex task that was initiated by the California Department of Technology. By moving the Project Manager tasks in-house, this will result in a contract savings of over \$150,000.00 a year.

The CEA also oversees critical budgetary drills that the Governor's Office has given to the Cal-STA. The high-level expertise is required to assure adequate funding is available for Cal-STA to support agencies such as Caltrans, DMV, OTS, and CHP.

The CEA serves as the Chief Information Officer and Information Security Officer. Both of these functions are critical to safeguarding the OTS IT system that contains financial information from our stakeholders.

The CEA is also responsible for establishing and enforcing policies related to IT matters and Administrative functions at OTS. This includes the development of the IT Manual, Electronic Grants Management System Manual, and Administrative Manual.

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

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