

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

12/24/15

2. Department

General Services

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

Real Estate Services Division/Building & Property Management Branch

4. CEA Position Title

Assistant Branch Chief, Building Property Management

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

The Department of General Services (DGS) proposes a new CEA titled Assistant Branch Chief, Building and Property Management Branch (BPM). The CEA will be responsible for managing state owned buildings statewide. Some of the most sensitive buildings DGS manages include the State Capitol, the Legislative Office Building, the Board of Equalization and the Resources Building. These are some of the most sensitive properties that DGS manages due to the extremely high-level political figures working within them, media interest and the level of maintenance required; because of this, DGS has identified the need to have a high-level position assist in the oversight of all state owned property.

6. Reports to: (Class Title/Level)

Branch Chief, BPM (CEA B)

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.

Under the general direction of the Branch Chief, Building and Property Management Branch, RESD, the incumbent is the real estate services and building property management expert for all state owned buildings.

The incumbent will plan, organize and direct the operation and maintenance of these state-owned buildings; exercise administrative control over contracted work for major capital outlay repair and remodeling of these buildings; and direct the preparation of major capital outlay cost estimates for construction and repair work. The incumbent is responsible for providing policy and procedural advice to the Chief and DGS executive management on all aspects related to these buildings with special attention on the State Capitol, the Legislative Office and the Legislative Office Building Annex; developing and implementing new policy and procedures specific to all buildings; developing and implementing policy and procedures specific to the State Capitol and Legislative Office; and administering guidelines to ensure that policies are applied consistently. The incumbent will plan and organize the workload and related activities of the various functional specialties; resolve policy conflicts; develop and implement policies and processes for meeting service agreements; establish performance goals; develop and implement strategic planning and long-term goals; review, approve and execute contracts and various legal documents for real estate services and building property management; and develop and maintain cooperative relationships with all levels within DGS, the State Capitol, the Legislative Office, the Legislative Office Building Annex, the Department of Finance, client agencies, environmental and citizen groups and representatives of the business community.

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: DGS' mission is to deliver results by providing timely, cost-effective services & products that support our customers while protecting the interests of the State. RESD is the largest division and provides critical services directly related to DGS' primary mission. RESD provides comprehensive real estate services to all state agencies - asset planning, property sales and acquisition, project management, architectural and engineering services, leasing and planning, property management and building maintenance, construction management, energy efficiency and supply programs, and environmental assessments. The CEA will focus on policy with specific dedication to the State Capitol, the Legislative Office and the Legislative Office Building Annex which is critical in order for DGS to focus on the specific needs of these highly political and sensitive buildings along with the repair and maintenance of other highly visible properties.

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.

Currently, RESD has one CEA, level B position overseeing all of Building and Property Management within RESD. The oversight role of this CEA includes management of over 200 DGS-owned and state agency-owned office buildings, which encompass over 24 million square feet of office space and over 100 acres of grounds. This responsibility is statewide, with buildings from Redding to San Diego. The Chief is the state's real estate services and building property management expert responsible for providing policy and procedural advice to the DGS Policy Executive Committee; developing and implementing new policy and procedures; managing and administering an operating budget of approximately \$417 million and a multidisciplinary staff of over 2,400 employees.

DGS has identified the need for a CEA position that will assist the Chief in planning, organizing and directing the operation, repair and maintenance of the state's facility portfolio including the highly political and sensitive State Capitol, the Legislative Office and the Legislative Office Building Annex. The State Capitol houses the offices of the Governor, Lt. Governor, Senate President Pro Tem and Assembly Speaker along with 118 legislators; this is the highest-profile government building in the state.

The California State Capitol serves as both the state's working seat of government and as a museum. As a working seat of government, the State Capitol has approximately 3,000 employees. Additionally, the State Capitol hosts foreign dignitaries (including presidents), national leaders and international celebrities, as well as thousands of schoolchildren who tour the State Capitol. Furthermore, thousands of events and protests (some violent) are held annually. California is a leader in the United States and the world in agriculture and other industries, so every aspect of the State Capitol is in the public eye and receives constant media attention, making the State Capitol and surrounding buildings extremely politically sensitive.

The State Capitol is also a working historic museum. The Capitol is open to the public 362 days a year. Additionally, the building, being historic, requires special handling with all aspects of the services that DGS provides. All renovations require special attention in many ways, including the planning; the contractors hired to perform specialty work; ensuring work is performed at times that cause the least amount of disruption to the Governor and his staff, Assembly and Senate hearings, and the public; as well as the historic preservation of the buildings and items within.

It is imperative that the incumbent not only fully understand the importance of historic preservation of these buildings, the items within and the criticality of special handling necessary, but also that he or she be politically savvy and articulate. The incumbent will have to ensure that DGS employees hired to work in these buildings are of the high caliber necessary to protect and maintain not only all the constituents who inhabit the State Capitol, but also the invaluable historic artifacts within the buildings. Below are highlights of some of these historic buildings that must be preserved:

* Within the State Capitol are many rooms that have been restored to their historical appearance circa the early 1900s, such as the Governor's Anteroom, the Governor's Main Office, the Governor's Private Office, the 1906 and 1933 Treasurer's Offices, the 1902 Secretary of State Office, the Library Exhibit Room and the Archives Exhibit Rooms. The architecture of these rooms has been restored and most of them include furniture that dates back to the time they were used. The Archives Exhibit Rooms are empty of historic furniture, however, the architecture of the rooms has been recreated in exacting detail; the ceiling was recreated from a pattern found on a small remnant of the original ceiling.

* The Capitol Museum houses hundreds of prized paintings, murals, statues and antique furniture that portrays various phases of California's history. Among the many irreplaceable collections this museum holds is a set of 50 historic flags that were carried by California units in the Civil War, Spanish War and World War I.

As identified above, protecting the value of the world's constituents who use the State Capitol daily, as well as the historic integrity and monetary value of the historic compilation of the state's holdings in the State Capitol, are of significantly high importance. Hiring high-quality staff to handle all aspects of the real estate services and building property management is vital to protecting the holdings in the State Capitol.

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.

In addition to the everyday policy and procedural issues within the program area, the incumbent will assist in the development of policies, procedures and schedules for:

* Restoration, remodeling and insuring historic artifacts, real estate assets and antiquities. This will include, but is not limited to: developing policy on the appropriate antiquities, artifacts, and other extremely unique items to ensure the state's assets are protected; and developing operational controls and schedules that will provide the utmost care to preserve all of the original media that remains. The incumbent will set policies regarding the restoration of these assets that typically require "museum quality" restoration technique. Unlike the "invisible" restoration which places importance on structural reinforcement and cosmetic restoration, "museum quality" restoration stresses conservation of the item, ensuring its longevity. Additionally, the incumbent will develop policy on the valuation of real estate assets, artifacts and antiquities to determine insurance levels are appropriate.

* Positive and sustainable change for the State Capitol, the Legislative Office and the Legislative Office Building Annex. Through this process the incumbent will achieve the vision of the Governor and the Agency regarding the future of these buildings in green and sustainable endeavors. Through the collective efforts and continued dedication of the incumbent, partners and stakeholders, these buildings will become stronger and more sustainable while maintaining the integrity and value of its resources. We will position ourselves to be effective in protecting California's most valuable and cherished resources, providing the best services and experiences that Californians should expect from their State Capitol, and to become more nimble in the future. The incumbent has an opportunity to achieve excellence as he/she transforms California's treasured State Capitol into a world-class model for real estate services and building property management.

* Initiatives for security planning such staffing, electronic security systems, safety planning, and emergency responses. The incumbent will ensure projects are undertaken with clear business objectives, accurate costs, and realistic schedules. The new process will include multiple stages that require the incumbent's approval before projects can begin.

C. ROLE IN POLICY INFLUENCE (continued)

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

The incumbent will have full decision-making authority necessary to oversee and effect change in all politically sensitive building environments. Developing a secure environment for the Legislature, constituents utilizing the building, and historic facets is paramount to the responsibilities of this position. The incumbent will work closely with the BPM Branch Chief, DGS Director and the Government Operations Agency Secretary, as well as the high-profile Legislature and legislative staff on a wide variety of media-sensitive issues to ensure collective understanding of such, and will lead valuable communication of the processes to effect necessary changes.

The operational mandates for some of these buildings are unique and vast based on the role that California's State Capitol plays in the United States of America and the world. California is a leader within our nation and as such, the State Capitol is an extremely high-profile and diverse business operation.

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

The CEA position will develop and implement new policy and interpret and implement existing RESD/BPM policies. New policy must be developed and implemented to make much-needed changes affecting those who are employed by DGS who have access to high-profile legislative staff, U.S. government officials, foreign dignitaries, and adult and minor citizens who tour the Capitol and/or region. The number of complaints and concerns brought forth by the political staff housed in these buildings has steadily increased over the last few years. Due to the serious safety concerns that have surfaced regarding the DGS staff working within these buildings, the CEA position will be developing and implementing new policy in the areas of internal/external recruitment and hiring practices for these highly sensitive and political buildings, as well as ongoing security measures for employees hired to work in the State Capitol.