

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)

Executive Office, Office of Sustainability

4. CEA Position Title

Deputy Director, Sustainability

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

Under the direction of the Chief Deputy Director, this position is responsible for ensuring the coordination of departmental programs and advising the DGS Directorate, Government Operations Agency and the Governor's Office on matters of policy critical to the administration's development and execution of sustainability initiatives, particularly in the areas of greenhouse gas reductions, water conservation, LEED certification, zero-emission vehicles, environmentally preferable purchasing and government transformation in the age of climate change.

6. Reports to: (Class Title/Level)

Chief Deputy Director

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.

The CEA fully participates in the implementation of DGS sustainability initiatives and manages program development policies and procedures for each emerging program function, and provides direct oversight of all related DGS programs to ensure compliance with statutory sustainability requirements and DGS strategic plan objectives. The CEA functions as advisor to the DGS Directorate and completes administrative projects and reports on a variety of sustainability issues, as requested.

- Works with other state, federal, and local government agencies, private organizations and constituent groups to strategically develop and implement state sustainability policies and programs with an initial emphasis on implementation of the Governor's executive orders on green buildings, climate change and the drought.
- Researches, writes and develops future administration-wide policy documentation including, but not limited to: Executive Orders, enacting legislation, budget language, management memos and State Administrative Manual (SAM) procedures.
- Develops complex regulatory language for DGS and the state government as a whole related to the implementation of sustainability and climate adoption strategy for review and ultimately adoption into statutory law.
- Enforces state department/agency/board & commission compliance with sustainability operational policies through cooperation, encouragement, and when appropriate, through disciplinary resources consistent with state policy.
- Coordinates and serves as lead agent for the Governor's sustainable buildings working group, DGS Green roundtable and the State Facility Benchmarking coordinating group and executive branch Zero-Net Energy implementation committee. Also participates and provides policy oversight and direction to the State Equipment Counsel, Environmental Preferable Purchasing Working Group and Governor's drought task force.
- Responsible for the day-to-day management of Office of Sustainability staff and ensures that both line and administrative programs meet all strategic objectives; directs, supervises and ensures proper training and evaluation of subordinate staff; assures that financial, human resources and other administrative requirements are satisfied.
- Ensures the Governor's strategic objectives are being implemented as envisioned; that the services provided meet DGS mission; and that the conservation community and the broader public of California is kept apprised of the State's implementation actions.
- Represents the Director and department at various meets and activities throughout the state, including interaction with state, federal and local government organizations, Legislature and nongovernmental stakeholder groups.
- Oversees DGS-wide sustainability programs, such as information management, professional training and other cross-functional projects.
- Prepares or oversees special projects, reports and efforts as requested by the Director.

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: This position and program are essential to DGS' core functions as business manager for the State of California. In recent years, the department has worked to better serve the public by providing a variety of services to state agencies through procurement, real estate management and design, friendly transportation, professional printing, construction of K-12 public schools and community colleges and funding for school construction.

The DGS Office of Sustainability, touches on all of these areas and provides critical guidance and oversight toward greening the state's business functions.

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 fight against the global threat of climate change is now the number one policy priority of the administration. DGS has taken on a number of new duties and responsibilities as part of state government's growing effort to become greener and more environmentally friendly. Current staffing and authority is not sufficient to complete the duties assigned to DGS.

This new position would be an executive-level administrator responsible both for DGS' implementation of the governor's climate change executive orders and hold an oversight and policy development role administration-wide. New responsibilities now held by DGS, and which this role would be responsible for, include:

- Sharing information and experiences about policies and programs that have effectively reduced greenhouse gas emissions and strengthened climate change mitigation and adaptation efforts, as well as efforts that have protected and enhance human health and the environment;
- Sharing policy design and providing capacity building strategies across state agencies and departments including technical support to develop and implement climate change policies, including: zero-net energy buildings, environmentally preferable purchasing, zero- emission vehicle technologies, sustainable transportation, green schools initiatives, green travel/lodging programs and more;
- Inviting the other state departments to participate and comment on program and policy design and rule-making processes;
- Policy and program alignment across departments for mutual environmental and economic benefit;
- Cooperative research, development, and deployment of projects across executive branch projects on clean, energy efficient and/or low carbon technologies;
- Holding joint organization of symposia, seminars, workshops, exhibitions, and training;

Unlike the previous largely internal role of the DGS sustainability office, it is now necessary to establish and maintain cooperative working relationships with Federal, State and local government agencies, and within DGS to ensure coordinated sustainability decisions.

This position operates in a highly visible capacity and must be prepared to explain and defend the short and long-term strategic goals and objectives, as well as policies and practices of DGS, the Government Operations Agency and the Governor's Office.

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.

Going forward, the CEA described in the document would serve as the principle policy maker in the following areas:

GREEN BUILDINGS

Buildings in California represent a significant source of greenhouse gas emissions. This position will be tasked with developing policy and procedures to solidify California's commitment to green building; leading the way with State buildings, improving building standards, continuing to raise the bar with voluntary programs at the local level, and greening existing buildings. We must continue to build on this approach by ensuring successful implementation of current initiatives and expanding the long term focus towards zero-carbon buildings.

This position will determine a set of actions to continue cutting emissions from California's building sector including the development of a comprehensive greenhouse gas emission reduction program for new construction, existing building retrofits, and operation and maintenance of certified green buildings.

This position will be responsible for developing and implementing policy related to greenhouse gas reductions for state facilities, state fleet operations and state contracting practices.

ENERGY

This position will have broad authority to expand upon existing policy frameworks that have made our State a global leader in areas like energy efficiency, demand response and renewable energy generation.

A core responsibility of this position will be the development of a comprehensive greenhouse gas reduction program for the state's facilities by the end of 2016. This responsibility will encompass a range of policies, technologies and investments needed to achieve the most cost-effective emission reductions across the sector in line with meeting mid-term and long-term statewide targets.

WATER

With the declaration of a drought emergency, DGS, led by this position, is responsible for employing a range of approaches that will cut water use at all state owned and leased facilities, maximizing efficiency and conservation, while also addressing growing climate resiliency requirements.

State policy and regulatory frameworks must be developed that allow for, and incentivize, effective regional integrated planning and implementation for state facility water use. This position will be charged with employing policies that will maximize efficiency and conservation efforts in the water sector, and put in place mandatory conservation measures to reduce greenhouse gas emissions and maintain water supply reliability for state facilities during drought periods.

C. ROLE IN POLICY INFLUENCE (continued)

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

It will have broad authority, policy-making and implementation duties related to Governor Brown's sustainability initiatives and State's efforts to combat climate change. It will work with high-level stakeholders (Governor's Office, Legislators, Cabinet-level officials, department-level senior staff) to actualize/roll out Governor's initiatives throughout the State. It will be an executive-level administrator responsibility both for DGS' implementation of the governor's climate change executive orders and hold an oversight and policy development role administration-wide. Among the key policy influencing duties, it would: play a leading role in ensuring policies on state building energy use, water conservation, and zero-emission vehicles, among other issues are followed and enforced; play a significant role in monitoring and enforcing compliance of sustainability operational policies; possess the authority to enlarge or narrow how individual sustainability policies are applied.

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

This position will do both.

California has a long history of studying the potential impacts of climate change on the state's natural resources and economy. This position would be responsible for overseeing policies set forth both under the prior administration as well as the current administration. Additionally, will develop and implement new policies and procedures that mitigate climate change and global warming within state government.