

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

1/26/17

2. Department

Dept of General Services

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

Office of Sustainability

4. CEA Position Title

Transportation Manager

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

This position is responsible for leading the clean transportation programs in the Office of Sustainability (OS). A key priority for this role is implementing the electric vehicle infrastructure directives under the Governor's Executive Order (EO) B-16-12, EO B-18-12 and the Zero Emission Vehicle (ZEV) Action Plan.

In this role, the OS Transportation Manager will lead DGS initiatives to support low-carbon transportation alternatives and will, specifically, provide leadership in meeting EV infrastructure needs for both fleet and workplace charging

6. Reports to: (Class Title/Level)

Deputy Director of Sustainability

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): Leading key policy initiative and will have frequent interactions with Deputy Director and Director

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.

Key executive orders are driving a strong focus on transportation as a critical opportunity area for reducing greenhouse gas emissions. Specifically, Executive Order B-16-12 requires that by 2020 the State's zero emission vehicle infrastructure will be able to support up to one million vehicles. Executive Order B-18-12 requires state agencies to identify and pursue opportunities to provide electric vehicle charging stations and accommodate future charging infrastructure demand at employee parking facilities in new and existing buildings. Additionally, the Governor's Office issued an updated ZEV Action Plan in October 2016. The ZEV Action plan establishes 6 broad goals. Goal 6 directs the state to lead by example, integrating plug-in electric vehicles (PEVs) into state government. DGS has the specific role of assisting state agencies in the development and implementation of workplace electric vehicle charging plans that will result in PEV charging availability in at least 5% of workplace parking spaces at state-owned facilities. For the purpose of this discussion, electric vehicle charging infrastructure is defined as electrical systems, structures, machinery, and equipment necessary and integral to support a plug-in electric vehicle (PEV). The facility's electrical backbone (systems) often requires major upgrades to the entire infrastructure when multiple electric vehicle service equipment (EVSE) units are installed. These upgrades can impact the utility's electrical service connections and exceed the facility's electrical capacity limits. This CEA position will lead a transportation team and meet these EO directives for ZEV infrastructure development and implementation for both fleet and workplace charging.

Specific duties include:

- 1) Develop a Electric Vehicle Service Equipment (EVSE) plan commensurate with the Zero Emission Vehicle (ZEV) Action Plan directives. The plan will include identification of all steps needed to comply with the 5% goal in all DGS facilities as wells as an approach to support all agencies in achieving the 5% goal. Update plan continuously to reflect any schedule or directional changes as they evolve. Elements of the plan will include:
 - a. Analysis of survey data to determine the number and characteristics of state parking spaces in all state parking facilities and the EVSE opportunity within these facilities
 - b. Plan and schedule for performing comprehensive site assessments and construction for all DGS facilities with remaining EVSE opportunity. Assessments will be detailed analysis of a facility's ability to support EVSE infrastructure and identify limitations and code requirements.
 - c. Approach for providing all other agencies with comprehensive site assessments support and implementation support to meet 5% goal by 2021
- 2) Electric Vehicle Infrastructure Implementation. Implement EVSE plan for state parking facilities including the following:
 - a. Based completed comprehensive assessments, identify all infrastructure improvements needed at each DGS facility. Infrastructure improvements can include upgrades to the utility's electrical service connections and meter upgrades as well as additional conduit to charging sites. Oversee electrical engineers, where needed, to evaluate the current load limitations and upgrades needed to meet the facility's EVSE goals. Implement infrastructure improvements as required for all DGS identified sites.
 - b. Provide guidance and support to other agencies in their implementation efforts. Based on specific support requested from other agencies, potentially perform similar comprehensive assessments and infrastructure improvements at other state agencies.
- 3) Leads the development of additional appropriate EV policy such as development of rational approach for charging a monetary fee for use of the EV charging stations and potential incentives for use of EV charging in the workplace. Work closely with the Deputy Director and key leaders from other agencies including the Government Operations Agency to identify policy options that support the advancement of clean transportation options. Additionally, provide key input to future policy such as updates to the ZEV Action Plan, lead by the Governor's Office.
- 4) Develop key communication approaches to ensure transparent and effective communications to all stakeholders, including the DGS director and OS deputy director, other client agencies, the Governor's office, the Government Operations Agency and key sustainability working groups such as the Sustainable Buildings Working Group and EV working groups. Represent the deputy director and department at meetings and activities throughout the state in the area of clean transportation. Prepares written reports, including making executive level recommendations, on clean transportation issues Track progress towards transportation goals, communicate progress through informational, educational and marketing material.

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: Sustainability in state government is a key strategic focus area for the Department of General Services. DGS is responsible for ensuring that state facilities are implementing sustainability processes within DGS operations. Moreover, in many areas, including the clean transportation area, DGS is responsible for providing leadership to other state agencies to support them in their sustainability initiatives. In the zero emission vehicles area, specifically, DGS will play a key role in assessing EVSE needs, developing design and engineering plans to meet those needs and implementing those plans to meet aggressive California goals and EOs.

To lead this important new initiative, a new CEA will be hired to provide technical, policy and strategy leadership to guide a critically important program.

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 2016 Zero Emission Vehicle (ZEV) action plan defines an approach to meet aggressive California ZEV goals. For fleet purchases, ZEVs will be an increasing percentage of vehicles purchased, with a goal of 50% of new vehicles purchased being ZEV by 2025. This creates a significant charging infrastructure need (See Page 5 for more detailed description of electric vehicle charging infrastructure.)

Similarly, it is important to support California's aggressive ZEV goals by providing workplace charging to further transform the EV industry. The goal established for workplace charging is to make 5% of workplace parking charging spots.

DGS has a critical role in planning and implementing the infrastructure to support the ZEV vehicles that are anticipated in both the state fleet and state workplaces.

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.

Policy Areas:

1) Development of policy guidance with respect to leveraging utility incentives and other industry incentives that may be available through regulatory settlements. Departments will be directed to leverage all external sources of funding possible. However, these opportunities also raise potential policy issues that need to be addressed or resolved before the funding can be utilized. Resolution of these issues will have statewide impact and will require engagement from key stakeholders including legal, Agency, and asset management.

2) Updates to ZEV Action Plan. The ZEV Action Plan will continue to undergo policy refinements as the program grows and the industry evolves. Priorities will need to be reconsidered and limited funding directed to most impactful areas. The ZEV Action Plan will be a key policy document that the CEA will contribute to in refining the statewide approach as the program matures.

3) Prioritization of budgets and allocations between state departments. It is anticipated that available funding will be limited and important decisions will need to be made with respect to priority setting. The CEA will need to develop a rational policy for allocation of the limited funds based on a variety of factors including the timing of fleet purchases, the criticality of need, the size and distribution of facilities, and specific site conditions.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will work directly under the Sustainability Deputy Director and will have primary decision making authority with respect to clean transportation program initiatives. Where there are broad implications with respect to resources, funding or policy impacts, the Deputy Director will be involved but will rely on the CEA to provide clear and reasoned recommendations.

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

The CEA will be implementing new policy to start as described above. However, because the industry is rapidly growing and changing, it is anticipated that the CEA will be recommending new policy as the program developed and lessons are learned.