

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

Sept. 24, 2018

2. Department

Industrial Relations

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

Division of Apprenticeship Standards

4. CEA Position Title

Deputy Chief

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

The proposed Deputy Chief of Division of Apprenticeship Standards will administer Senate Bill 1 funding to help foster per-apprenticeship opportunities for Californians to gain employable lifetime skills and provide employers with a highly skilled and experienced workforce needed to sustain California's economy. The Deputy Chief will manage the development and implementation of statewide policy and rule making pertaining to Senate Bills 693 (SB 693) & 957 (SB 957) and Assembly Bill 235 (AB 235) to continue strengthening the Department's relationships with key partners to develop job opportunities for ex-offenders and under-represented populations, manage regional programs within the Division, and provide assistance to the Chief of DAS.

6. Reports to: (Class Title/Level)

Chief, Division of Apprenticeship Standards

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 Chief of Division of Apprenticeship Standards (DAS), the Deputy Chief of the Division plans, organizes and administers a multitude of California apprenticeship programs; oversees the management of the Division's Apprenticeship Expansion Unit, Data Management, Field Operations, Program Planning & Oversight, Audits, Training Funds, and administrative function.

40% Develop and administer policies, procedures and rulemaking authority over the bifurcated DAS operations of the traditional apprenticeship programs (California Apprenticeship Council) and non-traditional programs (Interagency Advisory Committee on Apprenticeships).

The California Apprenticeship Council (CAC) holds an open quarterly meeting to conduct the business of apprenticeship in California and fulfill its statutory responsibilities: providing policy advice on apprenticeship matters to the Director of the Department of Industrial Relations, issuing rules and regulations on specific apprenticeship subjects to be published in the California Code of Regulations, and conducting appeals hearings.

The Interagency Advisory Committee on Apprenticeship (IACA) establishes apprenticeship programs, standards, and agreements, as well as pre-apprenticeship, certification, and on-the-job training and retraining programs, in non-building trades industries.

25% Oversee the prison-to-employment initiative which provides workforce development, employment training opportunities, and pre-apprenticeship state certification program for inmates in the California Department of Corrections and Rehabilitation.

10% Promotes apprenticeship training through the creation of partnerships, consults with program sponsors and monitors programs to ensure high standards for on-the-job (OJT) training and supplemental classroom instruction.

10% Evaluate proposed legislation in order to determine the appropriate position and approach to take to identify impact on the Division. Accomplish the goals of DAS set by legislation and Senate Bills; prepare Enrolled Bill Reports, identifies the need and develops proposals for new legislation or changes to existing laws affecting the Division's programs. Register pre-apprenticeship programs to state registered apprenticeship programs through AB 235.

10% Represent the Division with responsibility for liaison with executive levels in private industry, labor organizations, and Federal, State and local governments; acts for the Division Chief in the latter's absence or as directed; and does other work as required.

5% Represent the Division with performance management issues and serve as Coleman/Skelly hearing officer for the Department

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: DIR's mission is to improve working conditions for California's wage earners and to advance opportunities for profitable employment in California. Aligned with the mission of the department and the objectives of the Chief of Division of Apprenticeship Standards (DAS) . DAS' mission is to create opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy. DAS carries out this mission by administering California's apprenticeship law and enforcing apprenticeship standards for wages, hours, working conditions, and the specific skills required for state certification as a journey person in an apprenticeable occupation. DAS promotes apprenticeship training through creation of partnerships, consults with program sponsors, and monitors programs to ensure high standards for on-the-job training and supplemental classroom instruction. Through this effort, the retiring skilled workforce is replenished with new skilled workers to keep California's economic engine running strong.

DAS' goals are two-fold: to match the needs of workers with the needs of employers; and to strengthen the apprenticeship alliance among industry, labor, education, and government for recruiting workers and teaching the skills they and their employers need. Under the guidance of the Labor Workforce Development Agency, DAS is a crucial partner for the Apprenticeship, Employer Engagement and Prison-to-Employment Taskforce. Member of these taskforces include workforce development agencies, local educational agencies and key state agencies.

More importantly the Deputy Chief will lead and implement the Division's long and short term plans in accordance with DIR's strategic planning in accordance with the State Workforce Development Plan, ensure that the expenditures of the Division are within the authorized annual budget, and establishing new positions provided by the prison to employment BCP are appropriately processed in accordance with the approved Senate and/or Assembly Bills.

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.

California is the fifth largest economy, with an estimated \$2.7 trillion in gross domestic product. Job growth in the state is occurring in the IT, health care, advanced manufacturing, civil service and transportation/logistics sectors. Due to the recent passing of SB 693, SB 957, and AB 235, the total numbers of inquiries and demand for graduates of apprenticeship programs will significantly increase creating a need to establish a CEA position to implement statewide policy development and program implementation outlined by the divisions strategic plan. The Division of Apprenticeship Standards (DAS) continues to strengthen the division's relationships with the building and construction trades, while at the same time growing apprenticeship opportunities in non-traditional industry sectors. Recently passed AB 235 will bifurcate DAS into traditional building trades/firefighters apprenticeships and non-traditional apprenticeship industries. A newly created Interagency Advisory Committee on Apprenticeship (IACA) was created for non-traditional industries which will provide guidance to the Chief of DAS. IACA will provide guidance to DAS in an effort to develop apprenticeships in information technology, advanced manufacturing, healthcare, civil service and other emerging industry sectors.

DAS has an opportunity to work collaboratively with the California Workforce Development Board (CWDB) in its effort to administer SB 1 funding to help foster pre-apprenticeship opportunities for Board (CWD) in its effort to administer SB1 funding to help foster pre-apprenticeship opportunities for local transportation agencies. DAS will be a key partner with CWDB is administering the \$5 million SB1 local annual funds to strengthen workforce pipelines in the building and construction industry. These resources will allow DAS to address an increase in the number of inquires from employers seeking to verify that a particular worker is the graduate of a DAS-approved apprenticeship program.

Both SB 693 (Chapter 774, Statutes of 2016) and SB 957 (Chapter 212, Statutes of 2016) resulted in an expansion of projects requiring bidders to use a "skilled and trained workforce" consisting of specified ratios of journeypersons who graduated from DAS-approved apprenticeship programs. SB 693 creates a uniform set of provisions defining what constitutes a "skilled and trained workforce" and also authorized a public entity to require the use of a "skilled and trained workforce", regardless of whether or not the public entity is required to do so by statute. SB 957 expands the "skilled and trained workforce" requirements on design-build projects to all local health care districts.

The 2018/2019 proposed budget released by Governor Brown in January 2018, provided for 22 new positions at DAS. These positions will support DAS' efforts to develop new and innovative apprenticeship programs in non-traditional industries and continue supporting existing apprenticeship programs. DAS will work strategically to align our resources in collaboration with the Labor Workforce Development Agency, California Department of Workforce Development Boar Chancellor's Office, and Department of Education. Apprenticeships play a pivotal role in meeting the needs of industry and our workforce. DAS will be an active partner with the prison-to-employment pipeline initiative. DAS has approved several occupations within California Department of Corrections and Rehabilitation (CDCR) and California Prison Industry Authority and are developing pre-apprenticeship opportunities that link ex-offenders to state approved apprenticeship programs. Proposition 57 aims to help reduce overall recidivism rate of inmates. CDCR has partnered with DAS to create apprenticeship programs and on-th-job training certification for inmates prior to release. The goal is to provide inmates with occupational training and Industry Recognized Certifications to increase their job opportunities upon release and successful reintegration into society, thereby reducing recidivism.

Under the California Apprenticeship Initiative program, \$15 million a year has been provided for the past 3 years due to the improving economy and increase in building trade apprenticeships. Chapter 499, Statues of 2011 (AB 554) requires the California Workforce Development Board to connect each program it establishes with the Division approved apprenticeship or per-apprenticeship program. DAS will leverage existing relationships with the Board to meet this mandate.

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 accordance with applicable state and federal laws and regulations, the department's mission and the Director's objectives, the Deputy Chief will be the principal policy maker in these areas:

1. Develop policy and priorities for integration of the employer engagement team which will take an active role in conducting industry research, developing leads, establishing next steps, developing time-lines, creating flexible and agile apprenticeship structures, coordinating funding opportunities, capturing employment metrics and delivering results leading to gainful middle-skilled employment. The goal is to increase the number in non-construction sectors and to increase access to an approved apprenticeship for inmates, ex-offenders, veterans, women, and under-represented communities.

2. Recommend changes in policy and procedure, and implementing changes adopted, such as SB 693 & SB 957-Skilled and Trained Workforce Requirements Expansion and AB 235 DAS bifurcation; proposes and analyzes legislation relating to the program of the Division; reviews and makes recommendations to the Chief regarding the coordination of operations among the Division's Business Engagement and Apprenticeship Expansion Units; assists with the implementation of the Interagency Advisory Committee on Apprenticeship; and develops procedures for pre-apprenticeship registration.

3. Create policy and procedures in monitoring and auditing the efficacy and compliance of apprenticeship programs and administering grants for the support of these programs to advance employment opportunities for inmates, ex-offenders, veterans, women, and other under-represented communities. Beginning January 1, 2016, at least 20 percent of the skilled journeypersons on the workforce must be graduates of DAS-approved programs, and that minimum percentage requirement increases progressively by 10 percent every January 1 until it reaches 60 percent on January 1, 2020 (Public Contract Code section 22164).

4. Work closely with the California Apprenticeship Initiative to monitor the \$3.2 million ApprenticeshipUSA State Expansion grant to design and develop new apprenticeship programs in non-traditional industry sectors to align resources to innovate, expand, diversify registered apprenticeships, conduct outreach with employers, start new programs, incentives, system reforms, enforce program policies and procedures to ensure high training standards for all apprentices.

5. California's State Strategic Workforce Plan calls for creating one million middle skilled, industry -valued and recognized postsecondary credentials between 2017 and 2027 and for doubling the number of people enrolled in apprenticeship programs (to 1500,000) during that same period. To meet these objectives DAS will be responsible for providing consultative services regarding policies and program implementation to apprenticeship program sponsor, employers, employee organizations, and education providers.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Deputy Chief will have full authority to execute the Chief's policies and speak to all members of the public and government regarding labor laws and act in the absence of the Chief of DAS. The Deputy Chief will be the lead authority in strategic planning, implementation of division policies and ensuring that the work of programs and staff are in compliance with the missions of the Division and the Department. The incumbent recommends changes in policy and procedure, implements changes adopted, and proposes legislation relating to the California Apprenticeship Initiative to monitor the \$3.2 million Apprenticeship USA State Expansion grant to design and develop new apprenticeship programs in non-traditional industry sectors; acts as representative of the Division with responsibility for liaison with executive levels in private industry, labor organizations, Federal, State and local governments; and acts for the Chief in the latter's absence. The Deputy Chief reports directly to the Chief and will be a key advisor to the Chief's internal management Leadership Team.

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

The Deputy Chief will be developing and implementing new policy, or interpreting and implementing existing policy by being clear with the mission, functions, and vision for each program unit namely: Field Operations, Program Planning, Division Operations and the Federal Grant Outreach & Reporting Unit. The Deputy Chief will likewise clearly articulate the Division of Apprenticeship Standard's policies; administer the California Apprenticeship Act by planning, setting policy, organizing, and directing the work of DAS. The Deputy Chief fosters and promotes equal opportunity in apprenticeship and other on-the-job training for inmates, ex-offenders, veterans, women, and other under-represented communities. The Deputy Chief also establishes procedural policy and develops and recommends general policy to the California Apprenticeship Council. California's State Strategic Workforce Plan and the enacting of SB 693 & SB 957, calls for creating a million middle-skilled, industry-valued and recognized postsecondary credentials between 2017 and 2027, and for doubling the number of people enrolled in apprenticeship in the same period. DAS must continue to develop collaborative partnerships with education, government and industries to meet the needs of a skilled workforce in our state and to exceed DAS' and the Department of Labor's shared goal of 100,000 active apprentices in California by 2020. The enactment of SB 693 & SB 957 will create set definitions and requirements for the use of a "skilled and trained workforce" in existing statues in the Education Code and Public Contract Code. There are 74,000 active apprentices in 676 Division-approved programs, California is the largest apprenticeship system in the country. The collaboration of the department with government agencies, industry leaders in Health Care & IT services, manufacturing and transportation such as Cisco, Salesforce, California Manufacturing and Technology Association, etc. increases employer awareness and enthusiasm for participating in apprenticeship programs.