

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

8/31/2016

2. Department

Delta Stewardship Council

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

Division of Administration

4. CEA Position Title

Deputy Director for Administration

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

The Delta Stewardship Council (Council) proposes to allocate the above position to the CEA category. Under the direction of the Chief Deputy Executive Officer, the Deputy Director for Administration (CEA) is responsible for overall policy development and management of the Administration Division for the Council. The position directs, manages, organizes, implements, and evaluates the activities of the Council's administrative services: Human Resources, Accounting, Budgets, Information Technology (IT), Contracts, Purchasing and Business Services. The position is a key member of the Executive Management Team and participates in agency-wide planning, policy making, and decision making, as well as the development, implementation and evaluation of the Council's strategic and operational planning. The position is an advisor to the Executive Officer, Chief Deputy Executive Officer, and other executive-level management on a wide range of administrative issues including complex, sensitive and political issues. In addition, the position reports directly to, and under the supervision of, the Executive Officer to develop, implement, coordinate, and monitor the mandated Equal Employment Opportunity (EEO) program.

6. Reports to: (Class Title/Level)

Chief Deputy Executive Officer (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 direction of the Chief Deputy Executive Officer, the Deputy Director for Administration (CEA) is responsible for overall policy development and management of the Administration Division within the Delta Stewardship Council (Council). The position directs, manages, organizes, implements, and evaluates the activities of the Council's administrative services. The position is a key member of the executive management team. The position is an advisor to the Executive Officer, Chief Deputy Executive Officer, and other executive-level management on a wide range of administrative issues including complex, sensitive and political issues. In addition, the position reports directly to, and under the supervision of, the Executive Officer to develop, implement, coordinate, and monitor the mandated Equal Employment Opportunity (EEO) program.

HUMAN RESOURCES: Function as the EEO Officer, Personnel Officer, Labor Relations Officer, Health and Safety Officer, and Training Officer. Liaison with the Department of California Human Resources (CalHR), State Personnel Board (SPB), Office of Civil Rights, State Compensation Insurance Fund and other control agencies as needed. Manage and oversee the work of on-site professional staff and contractor for HR services relating to all facets of the State civil service personnel system, i.e., exams, transactions, classification and pay, recruitment, etc. Advisor to all levels of management within the agency, including the Council Chair and Executive Officer, to address program needs that are complex, confidential, sensitive and political. Ensure that the best HR practices are used in compliance with all applicable policies, procedures, rules, and regulations.

ACCOUNTING AND BUDGETS: Function as Accounting Officer and Budget Officer to plan, administer and direct the development and defense of the Council's \$27 million operational budget with diverse funding including accounting services through a contractor and on-site professional staff. Oversee accounting services related to the billing and payment processes to include, but not limited to: managing the Financial Information System for California (FI\$CAL) database, invoicing, encumbering and year-end Financial Statements to meet statewide accounting principles and standards prior to State Controller's Office and Department of Finance (DOF) reviews. Liaison with DOF and responsible for securing funds, management of the expenditure plan, and advising management and program staff on accounting and budget matters. Responsible for preparation, development and maintenance of the agency's budget. Develop monthly budget and expenditure reports and monitor expenditures to ensure expenditures do not exceed funding. Advise management on funding options to meet program needs including options to maximize the availability of current resources. Maintain fiscal integrity.

PURCHASING AND CONTRACTS: Function as Procurement and Contracting Officer and manage the Delegated Purchasing Authority program, annual reporting, and other responsibilities for the requisition of non-IT/IT goods, services and commodities through a subordinate manager and professional staff, which involves periodic audits. Ensure that staff complies with the State's purchasing and contracting guidelines including Water Code mandates for architecture & engineering services and consultant services. Oversee implementation of the SB/DVBE programs. Review and approve all documents related to acquiring goods/services for the Council including advertising and solicitation documents, i.e., RFP, RFQ, CMAS, etc. Consult with Department of General Services' Office of Administrative Law and Procurement Office, program managers, Accounting and Budget staff, Legal Counsel, other State agencies and private contractors; and advises management on sensitive procurement-related matters.

BUSINESS SERVICES: Oversee subordinate manager and professional staff to: Provide all phases of facilities management including space planning, building security access, emergency preparedness and continuity planning. Oversee mail and messenger services. Oversee the organization of records management and retention for five-year mandated reporting. Coordinate receptionist duties and other clerical support. Administer the Commuter Subsidy and Parking Program. Oversee maintenance and replacement of equipment and supply inventory. Oversee waste reduction, recycling and use of recycled products including annual reporting.

INFORMATION TECHNOLOGY: Manage and provide leadership for Chief Information Officer (CIO) who is the Council's liaison with the State's Chief CIO for Department of Technology including CIO for the California Natural Resources Agency and Department of Water Resources for contractual IT services. Recommend, develop and oversee the formulation and implementation of IT policies. Ensure desktop, network, and website services are maintained including risk assessments, vulnerability assessments to meet audit standards and annual reporting to control agencies. Ensure IT standards and procedures are developed and implemented in compliance with State policies for, but not limited to, telecommunications, computer and network use; and the IT network security system is maintained. Oversee the development and maintenance of IT projects.

ADMINISTRATIVE RESPONSIBILITIES: Key member of the executive team and participates in agency-wide planning, policy making, and decision making, as well as the development, implementation and evaluation of the Council's strategic and operational planning. Assigned "agency monitor" for the State Leadership Accountability Act's (SLAA) biennial reporting to DOF. Oversee the development of policies, work plans and tracking systems for administrative services. Responsible for mentoring subordinate managers and staff, evaluating their performance, training needs and assisting them in meeting their career goals and objectives.

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 Delta Reform Act (Act) of 2009, (Water Code 85000 et. seq.) created the Council with its planning, coordination, regulatory, and science programs to further the State's coequal goals of providing a more reliable water supply for California and restoring the Delta ecosystem. The Delta is at the hub of California's water resources and it is so critical to California that no water policy will be successful if the Delta's ecology is not restored. Also, the Act directed the Council to prepare a comprehensive, legally enforceable, long-term plan to guide State and local actions to further the State's coequal goals for the Delta, which was adopted and is known as the Delta Plan (Plan). The Plan is comprised of recommendations and regulations consistent with the Council's oversight role and focuses on a comprehensive set of management actions that includes conservation, increased regional self-sufficiency, regional water storage (surface and below ground), conveyance, wildlife habitat, flow standards, flood protection, and protection of Delta communities and farmland.

The Deputy Director for Administration is at the second-organizational level of the Council. The position is critical to the continued success of the Act and the Plan by having charge of a full range of administrative services including the newly acquired information technology (IT) services for the Council. IT services are needed to address an array of key agency priorities that include regulatory compliance. Specifically, IT services are mission critical to address the Plan's mandated performance measures, which required the Council to acquire a contractor to create a statewide on-line certification process and a data-sharing database that is known as the Delta View. The Delta View is a new web-based system that provides Council staff and the public with the ability to effectively track and report on the funds allocated to projects, programs, and plans that support implementation of the Plan. Now that these IT projects are nearing completion and these consultant databases will be deployed soon, it is critical to transition the maintenance and policy development responsibilities to State IT staff that this position will manage. Emerging technologies to improve the efficiency and effectiveness of the Council's priorities will be neutrally-managed by this position including other administrative services. Also, it makes good business sense to consolidate IT services with other administrative services so this position ensures that IT needs are impartially addressed for all programs; and ensures that future database needs are aligned with Council goals and objectives. This position is the overall administrative advisor to executive-level management to meet the mandates and regulatory requirements of the Act and the Plan.

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.

When the Council was created six years ago, the Administration Chief's position was transferred from the Council's predecessor agency (California Bay-Delta Authority/CALFED Bay-Delta Program) as a Staff Services Manager III (SSM III). During that time, the SSM III position, through two subordinate managers and other staff, managed the administrative services that were transferred from the predecessor agency to the Council, including the acquired administrative services for a newly formed agency--Sacramento-San Joaquin Delta Conservancy (Conservancy). Also, the information technology (IT) responsibilities for the Council were temporarily placed under various managers when the Council was created because IT consultants were used during the development phase of the Delta Plan. The SSM III, through subordinate managers and other staff, continued to provide administrative services for both the Council and the Conservancy. With the implementation of the mandated Delta Plan (Plan) and other Water Code mandates including the terminated administrative services for the Conservancy, the Council will consolidate the administrative services to include IT services since they provide agency-wide services to all program staff. This change will increase the SSM III staffing from 8 staff to 13 staff.

The newly acquired IT services expands the administrative responsibilities for the proposed CEA to include: management of IT activities; policy formulation and development to establish and maintain IT infrastructures; research emerging technologies to meet the Council's regulatory priorities; deploy consultant databases and maintain them to ensure that IT services meet mandates for the Delta Plan including regulatory requirements. The new IT databases affect other State, federal and local agencies including universities and the public. Also, IT provides department-wide services to meet IT needs for all Council programs so it is more efficient and effective to consolidate these services within the Administration Division to ensure that program needs are impartially addressed and prioritized.

The SSM III is now responsible for the implementation of the newly mandated Financial Information Systems for California (FI\$CAL), which is a business transformation project for State government in the areas of budgeting, accounting, procurement, and cash management. The project prepares the State systems and workforce to function in an integrated financial management system environment.

Also, the SSM III is now the "agency monitor" for the newly named State Leadership Accountability Act (SLAA) reporting to the Department of Finance (DOF). The SLAA report is a biennial report on the review of the Council's systems to internally control and monitor the agency's processes. Although the Executive Officer is ultimately responsible for the report, the DOF requires that each State agency designate an "agency monitor to facilitate this process and the person must be from the agency's executive management team."

The SSM III continues to be a key member of the executive management team, and advisor to the Executive Officer and other executive staff on a wide range of administrative issues that are complex, sensitive and political. The SSM III position will function as a high-level administrative and policy influencing position for the Council, with a leadership and management role for the Administration Division, and advisor to executive staff to ensure program needs and agency mandates are met.

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.

As a key member of the Council's executive management team, the proposed CEA has a major role in the development, implementation, and evaluation of the Council's administrative policies and procedures, includes advising the Executive Officer and Chief Deputy Executive Office on administrative policy issues and activities that impact the Council.

The formulation and development of IT policies and services are critical to address the Delta Plan's mandated performance measures, which resulted in State, federal, and local agencies including universities and the public to access an on-line certification process and a data-sharing database (Delta View). The maintenance and policy development responsibilities could result in legal issues or other negative consequences if they are not managed by a deputy-level position that is the principle policy maker. Also, there are emerging technologies to improve the efficiency and effectiveness of the Council's priorities that require this CEA to be the principle policy maker. For example, both the Planning and Science programs have IT needs for existing database maintenance, as well as needing advice on future IT needs that requires a principle policy maker. Other issues may include accessing the appropriateness of purchasing commercial off-the-shelf software; participation on a statewide IT steering committee related to data sharing (AB 1755); and/or modeling tools to track Delta science.

Statewide mandated policies for the Council must be developed, implemented and maintained, such as: Drug-Free Workplace; Equal Employment Opportunity/Discrimination Complaint; Family and Medical Leave Act/ California Family Rights Act; Filing Statements of Economic Interests; Illness & Injury Prevention; Incompatible Activities; Privacy, Information Technology; Public Records Access; Reasonable Accommodation, Violence in the Workplace, Sexual Harassment Prevention; Records Management. These mandated policies must be enforced to avoid noncompliance to statewide laws and rules that could result in lawsuits, negative press and excessive costs to the agency.

The newly mandated Financial Information Systems for California (FI\$Cal) requires an internal policy and procedures relating to the requisition for goods and services. FI\$Cal is a statewide business transformation project for State government in the areas of budgeting, accounting, procurement, and cash management. It allows the state systems and workforce to function in an integrated financial management system environment. Each department/agency must develop its own policy and procedures to ensure that this mandated system is implemented and maintained. Also, the policy must include the need to meet Small Business/Disabled Veteran Business Enterprise participation goals. The Fi\$cal database is a State mandate.

The newly named State Leadership Accountability Act (SLAA) reporting to the Department of Finance (DOF) to require departments to assign a member of the executive management team to facilitate the review of the Council's systems for internal control and monitoring. The process involves continual review of the Council's administrative policies and procedures including collaboration with executive management team to identify and monitor risks that pose vulnerabilities to the Council--most importantly risks that compromise the agency's coequal goals and other agency priorities. The SLAA reporting is a State mandate.

Advise and assist executive management on complex, sensitive administrative policy matters, such as non-tenure appointments; progressive discipline; grievances; complaints; involuntary terminations; adverse actions; contract protests; invoice disputes; budget deficiencies; sexual harassment. These issues could result in costly and negative impacts to the Council, as well as the State of California.

C. ROLE IN POLICY INFLUENCE (continued)

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

The proposed CEA has full management responsibility for planning, organizing and directing the administrative functions for the Council.

Formulate and administer administrative policies, procedures and practices, as well as implement and monitor them to ensure compliance.

Analyze complex administrative problems, for strategic and workforce planning, financial integrity and risk assessment process.

Provide managerial skills and leadership to continuously meet and improve administrative goals and objectives, and administrative challenges.

Review and approve administrative documents that require a high degree of technical and independent judgment that may impact policy makers and decision makers.

Direct the establishment and implementation of policies and procedures for the effective and expeditious delivery of administrative services including input from executive staff.

Functions as a subject-matter expert to implement policies and strategies relating to administrative services.

Formulate, develop, and maintain IT policies for the Council to ensure that agency priorities and regulatory compliances are met, such as: maintenance of the Delta View database that is made available to State, federal, and local agencies including universities and the public; participation on a statewide IT steering committee related to data sharing (AB 1755); and modeling tools to track Delta science.

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

The CEA will be responsible for developing and implementing new policies that impacts administrative services. The CEA will review existing statewide policies, procedures and rules that relate to administrative services then determine how they apply to the Council. Thereafter, the CEA will formulate and direct the development of new or revised policies, as well as share with executive team for input before implementing. The CEA will be responsible for developing, standardizing, administering and evaluating policies that impact the Council's administrative operations. Also, the CEA will help bridge the gap in understanding administrative and program functions to help accomplish the Council's priorities. In the area of IT policy, the position will participate in the development and manage the implementation for the Council's IT policy.