

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

April 28, 2016

2. Department

California High-Speed Rail Authority

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

Central Valley Regional Office

4. CEA Position Title

Central Valley Deputy Regional Director

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 California High-Speed Rail Authority's (Authority) Central Valley Regional Director, the CEA is responsible for developing and managing partnership agreements and creating administrative policy for community outreach and stakeholder communication programs consistent with the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA), the California High-Speed Rail Authority Business Plan 2016 and the Authority's statewide message developed by the Communications Office. The CEA will establish executive level coordination for the central valley region within the Authority and develop strategies for meeting the regional goals and objectives of the Authority.

6. Reports to: (Class Title/Level)

Regional Director/Executive

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): Works directly with the Central Valley Regional Director on regional policy issues.

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 position will be responsible for contract management and for the administrative policy directives required to manage up to 40 or more Authority partnership agreements and non-technical negotiations with local agencies along the alignment in the central valley region. The nature of these partnership agreements will be for public utilities, personnel services and other services rendered for the Authority to create system compatibilities and resolve system conflicts. System compatibilities include road alignments, bridge design, railway alignments and other public systems that require integration with the high-speed rail. The CEA will prepare and execute policies in conjunction with the Program Delivery Office, consistent with the NEPA, the CEQA and the California High-Speed Rail Authority Business Plan 2016. Additionally, this position will provide direction, recommendations and oversight to develop a strategy to promote project awareness for the Authority's central valley program transitioning from preliminary design engineering to design construction.

The CEA will be responsible for drafting partnership agreements and non-technical negotiations, collaborating with the contractors (local agencies, cities, counties, irrigation districts, etc.) and managing the agreed upon contracts. For example: many of the contracts focus on aligning local transportation routes (roads, railways, bridges, etc.) with the high-speed rail construction. Other contracts will focus on utilities (public and private) that range from redirecting power and water to adding utilities that support the project. Without the design and management of such contracts, necessary utilities and alignments could not be completed. Without these partnership agreements for public utilities and alignments, the overall project could not be integrated with local infrastructure which would prevent high-speed rail construction.

The CEA will prepare and execute central valley regional community outreach and stakeholder communication programs consistent with the mandates and/or requirements for NEPA and CEQA and Statewide Strategy requirements developed for the high-speed rail project by the Communications Office. The NEPA and CEQA are the federal and state agencies (respectively) that assess the environmental effects of proposed actions prior to making decisions. The CEA will work with the Program Delivery Office to ensure compliance with NEPA and CEQA requirements concerning permit applications, adopting federal and state land management actions and constructing highways and other publicly-owned facilities. Using the NEPA process, and in conjunction with the Environmental Branch, the CEA will coordinate with federal and state agencies to evaluate the environmental and related social and economic effects of the Authority's proposed actions. The California High-Speed Rail Authority Business Plan 2016 is the guiding document for the high-speed rail project which articulates the intention, project delivery steps and time line for project completion. In fulfillment of the mandate of NEPA and CEQA regarding public information and in conjunction with the Communications Office, the CEA will ensure that outreach policy is developed to inform stakeholders and the community of proposed environmental and Business Plan actions and provide opportunities for public review and comment.

Through the above efforts and in conjunction with the Communications Office, the CEA will develop and recommend regional policies and procedures that the Authority will implement to conduct a community relations program in the central valley region that will raise awareness, interest, involvement and support for the high-speed rail project by informing the public of the activities and objectives of the Authority as it carries out its mission of planning, designing, building and operating the high-speed rail system in California. The CEA will work with all stakeholders to shift the Authority's focus from project design to construction oversight, thereby creating policies and procedures that facilitate the Authority's role change into a project construction oversight entity. Throughout this process, the CEA will develop new measurables and deliverables for demonstrating and evaluating success in overall project delivery.

The CEA will coordinate with the Central Valley Regional Director and the Communications Office to develop regular and direct communication with the Authority's executive management team regarding regional and community issues which may impact or affect the development and construction of the high-speed rail system within the region. Through coordination with executive management and the Communications Office, the CEA will develop communication strategies, policies and procedures to ensure that all project teams are on target with project goals that are aligned with local business and property owners, local agencies, community organizations, media organizations, and educational institutions, to represent the Authority among the community at-large, along with civic, education, and community leaders in the central valley region.

Additionally, this position will supervise three Authority staff, including engineers, and provide leadership and management to the Authority project management consultants to develop and implement regional based programs that articulate the role of the high-speed rail project in the community and ensures timely delivery of high quality work products related to these efforts. The CEA will assist the project construction teams in managing and coordinating project activities and identifying project conflicts/issues in a timely manner. This includes ensuring that all reasonable conflict alternatives are explored, and elevated appropriately.

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 central valley region is the initial construction site of the California high-speed rail. As the initial location of the high-speed rail project, the Central Valley Regional Office is critical to the mission of the Authority. The Central Valley Regional Office is responsible for working with the Right of Way Branch regarding issues concerning the delivery of Right of Way (ROW), which ensures that property is acquired to construct the high-speed rail system. In conjunction with the Environmental Branch, the Central Valley Regional Office is also responsible for approving environmental documents to ensure compliance and consistency between the NEPA, the CEQA and the California High-Speed Rail Authority Business Plan 2016. The environmental process is critical to achieving clearance to construct on the acquired land. The Central Valley Regional Office also manages over 40 partnership agreements and non-technical negotiations with local agencies along the alignment in the central valley region. These agreements are essential to the project as they facilitate elements of construction and integration with local utilities and local governments to ensure that all needs, expectations, alignments and specifications are met and agreed upon in order to move forward with construction in local areas.

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 Authority's Central Valley Regional Office has been restructured to facilitate an integrated organizational model with its Rail Delivery Partner (RDP), Parsons Brinkerhoff (PB). PB is a private company contracted to work with the Authority to complete the construction of the high-speed rail system. As the Authority transitions into an oversight role (project management), the RDP will oversee construction, allowing the Authority to work with PB to ensure compliance and adherence to time lines and agreements with local contracts and the statewide project goals. In doing so, the addition of the CEA position allows the Central Valley Regional Office to shift from an engineering-based focus (project design) to a project management focus (project construction).

Prior to the reorganization, the Authority was responsible for construction design of the high-speed rail system and design oversight. Now that design is complete and construction has begun, the Authority is restructuring to construction oversight and contract management. In doing so, this position, with a heavy emphasis on management skills, will play a critical role in the management of contracts and the development of policy and procedures to ensure effective oversight and a smooth transition.

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.

This CEA position will be responsible for developing policies in the areas of (1) contract management, (2) environmental planning and (3) community outreach.

(1) In terms of contract management, the CEA will be responsible for 40 or more Authority partnership agreements and non-technical negotiations with local agencies along the alignment in the central valley region. The nature of these agreements will be for public utilities, personnel services and services rendered by the Authority for creating system compatibilities and resolving system conflicts. System compatibilities include road alignments, bridge design, railway alignments and other public systems that require integration with the high-speed rail system. Now that the Authority will be working with the RDP, the CEA will need to develop specific policies and procedures for how the Authority will ensure that the RDP complies with all central valley regional partnership agreement requirements. As the RDP is a statewide entity and the project is statewide, this position will develop and implement policy that will be adopted throughout the state to facilitate project management between the Authority, the RDP and all other stakeholders. For example: the CEA will create partnership agreements with local governments and utility companies, which will determine the location of utilities and facilities. The impact of these decisions will impact costs to the contractors based on the need.

(2) Regarding environmental planning, the CEA will be required to develop and execute policies and programs consistent with the NEPA and the CEQA, in conjunction with the Environmental Branch. This will involve developing policies to resolve issues in the environmental planning process that may result in delays that would impact the statewide project. For example: the CEA will create policies in conjunction with the Environmental Branch for the RDP to ensure that the project follows NEPA and CEQA requirements concerning permit applications, adopting federal and state land management actions and constructing highways and other publicly-owned facilities.

(3) In terms of community outreach, this position will collaborate with the Central Valley Regional Director, the Communications Office and regional stakeholders to develop policies and procedures for stakeholder and community outreach consistent with the Authority's policy to inform the public of the activities and objectives of the Authority as it carries out its mission of planning, designing, building and operating the high-speed rail system in California. Specific policy would include processes and procedures for when and how to keep the public informed of changes to the project, how to keep stakeholders informed and how to facilitate communication between stakeholders and Authority partners. For example: the CEA will develop policy for the RDP in order to ensure that specific community outreach mandates are achieved. This includes policies that fulfill the mandates of the NEPA, CEQA and the Authority's Business Plan 2016 (regarding public information) which mandates the Authority to inform stakeholders and the community of proposed environmental and Business Plan actions in order to provide opportunities for public review and comment.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will collaborate with the Communications Office, the RDP and internal and external stakeholders affiliated with the Authority to incorporate stakeholder perspectives into new central valley regional policies and procedures, consistent with the Authority's Business Plan 2016. Based on the recommendations provided, the CEA will be responsible for developing policies that impact all central valley region partnership agreements agreements (cities, counties, water districts, local agencies, etc.), right of way, environmental planning and budgets. For example, as a representative of the Authority, the CEA will work with partnership agreement entities (local agencies, cities, counties, water irrigation districts, etc.) to draft partnership agreements on utilities, roadways and transportation access that will be impacted by the high-speed rail system. The CEA will then approve the agreements and begin managing them. As a contract manger, the CEA will ascertain whether all parties are in compliance with contract agreements, and provide contract enforcement.

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

The CEA will work with the applicable Authority entities to develop and recommend new central valley regional policies and procedures, consistent with statewide directives. These new policies will be used for the Authority in guiding the RDP in ensuring that the high-speed rail project is in compliance with federal and state regulations during project delivery. The policies will be used for project deliverables, timelines for deliverables, agreements, methods for resolving issues and overall policies on project compliance. For example: the Authority will need policy to instruct the RDP regarding maintaining community awareness, interest, involvement and support for the high-speed rail project throughout the project development phases associated with the central valley sections of the high-speed rail system. This is an important role as these policies will be used to support central valley regional project delivery through outreach with local and state agencies, property owners, local businesses, community organizations, planning organizations, stakeholders and the general public.