

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

June 10, 2016

2. Department

CA High-Speed Rail Authority

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

Executive Office

4. CEA Position Title

Chief of Board Management

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

The High-Speed Rail Authority (Authority) proposes to redirect the vacant Senior Transportation Engineer position in order to establish a CEA A position for the Authority's Executive Office. As the Authority grows larger in size, a Chief of Board Management is needed to develop and manage the work of the Board meetings and Board Members of the Authority as well as keep Board Members and staff informed of the requirements, laws, rules and regulations surrounding Board meetings.

6. Reports to: (Class Title/Level)

Board of Directors

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): This position will report directly to the Authority's Board of Directors and indirectly to the Chief Deputy Director on a regular basis.

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 California High-Speed Rail Authority's (Authority) Board of Directors and Chief Deputy Director, the Chief of Board Management is responsible for managing the business of the appointed Board Members of the Authority. The Chief of Board Management will provide full oversight of Board meeting preparations as well as assuring the conduct of the Board's business meets the Constitutional, statutory, and regulatory requirements. The Chief of Board Management ensures that the efficient operation of the Authority is held by utilizing Authority policy consistent with the program as well as developing and recommending such policies to the Chief Executive Officer, Chief Deputy Director, Chief Counsel, and the Board Members.

- Projects, plans, and organizes the work of the Board meetings and Board Members. Develops and manages the Board meeting plans.
- Plans and distributes Board meeting agendas, agenda materials and public agenda notices. Acts as the primary contact person for the Authority to State and local government agencies.
- Coordinates interaction between staff and the Board, including distribution of materials and arrangement for logistics of Board meetings and travel.
- Represents the Authority at conferences, meetings, and legislative hearings and may supervise or review the work of the staff of the administrator's immediate office.
- Advises and informs Board Members and staff on requirements of the Open Meeting Act, Quentin J. Kopp Conflict of Interest Act, Administrative Procedures Act, Public Records Act, the Rules of Practice, the Rules of Order, and the conduct of the Board meetings.
- Reports program effectiveness to Board Members, Chief Executive Officer, Chief Deputy Director, Chief Counsel, as well as other members of the Executive Team.
- Provides advice and policy direction to the Board Members, Chief Executive Officer, Chief Deputy Director, and Chief Counsel.
- Participates in the management and directs the communication of proposed standards to ensure that they meet the needs of the public.
- Researches Board records at the request of the Board members, the staff, or per request of the public, to identify Board actions.
- Directs the development of strategic/business plans and goals for the Board and the Authority, providing leadership in the formulation and implementation of the Authority's objectives and work plans.
- Maintains official log of Authority meetings and makes official Authority documents and logs available to various parties.
- Performs special projects as assigned by the Board and Chief Deputy 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: The establishment of the CEA position is essential to accomplish the mission-critical work of the high-speed rail project by assisting the Board of Directors, the Chief Executive Officer and the Chief Deputy Director in ensuring that policies, procedures, programs and practices of the Authority comply with laws, regulations and appropriate management practices.

**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 is responsible for pioneering the first high-speed rail system in the nation. Through the Authority's efforts in planning, designing, building and operating the high-speed rail system and by working with statewide regional partners, approximately \$68 billion dollars will be invested into meeting the State of California's 21st century transportation needs. This multi-billion dollar high-speed rail system will be larger in scope, complexity and cost than any other public works project in the history of California and the nation.

The high-speed rail project has transitioned from the planning phase to the implementation phase and among the most essential elements of a project of this magnitude is the Board of Directors. The Authority is rapidly growing and constantly evolving which has caused a great increase in the volume of work, information and dedication required to manage the business of the Board of Directors which are either appointed by the Governor or a member of the Legislature.

As the high-speed rail project gains momentum in meeting critical milestones, the need for the expansion of the Authority's Executive Office function has increased substantially and will continue to expand as the system is built and moves into the operational phase.

### **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.

The CEA will be responsible for the management of the Board, Authority policy and will assist the Chief Executive Officer and the Chief Deputy Director in advising the Executive Management Team on all Board and Authority matters and policies concerning the operation and administration of the Authority. The CEA will also interpret policy, along with federal and state law and regulations, ensuring that they are properly followed and that there are accurate processes in place to execute these requirements.

1. Develop and manage the Board meeting plans
2. Project the work of the Board
3. Unify and integrate the regulations and policy functions of the Board
4. Direct the development of strategic/business plans and goals for the Board and the Authority

**C. ROLE IN POLICY INFLUENCE (continued)**

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

The CEA will develop and formulate policies and will advise the Board of Directors, the Chief Executive Officer, and senior management regarding the status of Board activities that impact the operations of the Authority, other departments throughout the state, the business community, private investors and other stakeholders who are affected by the decisions that are made in conjunction to this project. The incumbent must be attuned to the controversial positions that are expressed and exhibit appropriate management techniques that reflect the goals, objectives and requirements to complete the high-speed rail project.

The CEA will represent the Authority at conferences, meetings and legislative hearings.

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

The CEA will be directly responsible to the Board of Directors and will be a key management member of the Authority. This position will advise the Executive Management Team on policies and regulations relative to the Authority. Serving in this capacity, the CEA will develop policies and procedures that protect the public interest and the Authority's program integrity. The CEA will represent the Authority at conferences, meetings and legislative hearings and is the primary contact person for the Authority to State and local government agencies.

Errors, inappropriate decisions, and/or ineffective policies may have a significant impact on the internal and external operations of the Authority. This could result in substandard Authority project performance, unnecessary project delays, grievances, lawsuits or the potential of lower quality of work.