

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

06/31/17

2. Department

Office of Legislative Counsel

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

Legislative Data Center/ Legislative Technology Branch

4. CEA Position Title

Project Director

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

The Office of Legislative Counsel (OLC) proposes to create a new CEA Project Director position to fulfill the OLC's mission to provide excellent, timely, and nonpartisan legal and legislative technology services to meet client needs. Under the direction of the Chief Deputy Director of the Legislative Technology Branch within the Legislative Data Center of the OLC, the CEA Project Director will serve as head of highly complex multi-million dollar mission critical legislative technology projects, and be the principal legislative technology policy maker. This position will be held responsible for ensuring the creation and innovation of legislative technology policies and services to meet the growing workforce and business demands of the California Legislature. The Project Director will have frequent contact with the Executive Management Team and be a key advisor to the Legislative Counsel while having regular contact with high-ranking legislative staff and members of the California Legislature.

6. Reports to: (Class Title/Level)

CEA - Chief Deputy Director/2nd Org Level

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):

The CEA Project Director position (3rd org level) will report to the Chief Deputy Director (2nd org level) of the Legislative Technology Branch within the Legislative Data Center of the OLC. The CEA Project Director will be a key advisor to the Legislative Counsel (1st org level), will have frequent contact with the Executive Management Team, high-ranking legislative staff, and members of the California Legislature.

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 administrative direction of the Chief Deputy Director of the Legislative Technology Branch within the Legislative Data Center of the OLC, the CEA Project Director will serve as head of highly complex, multi-million dollar mission critical legislative technology projects, and be the principal legislative technology policy maker responsible for ensuring the creation and innovation of legislative technology policies and services. The CEA Project Director will have frequent contact with the Executive Management Team, be a key advisor to the Legislative Counsel, and have regular contact with high-ranking legislative staff and members of the California Legislature.

The CEA Project Director will provide consultation and act as the primary liaison between Legislative Data Center Information Technology projects and the California Legislature, and be responsible for the overall completion of technology projects that hold legislative interest. The CEA Project Director will be responsible for: successful management of professional staff, including information technology teams, vendors, and consultants; planning, directing, and overseeing that the project workload is within budget and established time frames; proper allocation of all resources; identifying and resolving all issues and risks throughout the life cycle of the projects; and ensuring all project deliverables are accurate and complete.

The CEA Project Director will also act as the principal legislative technology policy maker and have authority for making high-level legislative technology decisions. The Project Director will have significant policy influence and involvement with the creation of new policies and implementation thereafter. The Project Director will obtain information directly from the California Legislature to re-engineer legislative technology solutions and will be expected to maintain regular contact with the decision maker(s) within the Senate and/or Assembly Rules Committee(s) and provide frequent updates to the OLC Executive Management Team.

These duties and responsibilities will not only have direct impact on the OLC's ability to fulfill its departmental mission, and meet the needs and demands of the legislative staff and their constituents, but also a significant impact on the ability of the public to participate in the legislative process.

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 OLC is a small state department excluded from collective bargaining and comprised of legal, information technology, and administrative divisions that provide essential and confidential legal and legislative technology services to the California Legislature. Without the support of these programs, the OLC would not be able to provide services on which the complex and politically-sensitive legislative processes are dependent. Further, without the necessary support for the creation and innovation of new and existing legislative technology policies and services, the evolution of the legislative process would be significantly impacted. One example of this evolution in technology is new and emerging wireless technology and how legislators and their staff would be hindered from conducting business when away from their respective Capitol and/or District Offices. Also, public participation in the legislative process would be limited without a standard desktop and/or laptop computer unless wireless technology is leveraged and used by the Legislature. By developing policies for the use of wireless technology in support of legislative services, and directing how those services are used in the legislative environment, will have a direct impact upon the Legislature and the public.

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.

Technology advancements have changed the way the California Legislature conducts its business and impacts the public's ability to participate in the legislative process. In 1994, when the Internet became a part of mainstream technology, the external website: www.leginfo.ca.gov was created to provide public access to legislative information. Subsequently, this external website was accessed worldwide by millions of people that were interested in California legislation and led to the recent replacement of the external website with: www.leginfo.legislature.ca.gov to provide mobile access via various platforms. As a result of recent technology increasing exponentially, the OLC has added functionality that has resulted in a higher level of transparency for the public to see how proposed legislation affects the legislative process.

Though the advancement in the area of external information technology is substantial, the OLC is only in the infancy stage of revamping the existing internal legacy systems of the California Legislature. As legislators and staff away from the Capitol and/or District Offices conduct business through emails and other consumer-based mobile platforms, there is an urgent need for the OLC to re-engineer legislative technology systems, replace the existing internal legacy systems, expand upon services, and create policies to enable mobile technology utilization in all aspects of legislative work. The new CEA Project Director position will allow the OLC to consolidate project management, decision-making, and policy administration of all legislative technology projects under one position. This centralization of oversight and responsibility will streamline the process while delivering innovative technology solutions to the California Legislature.

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 Project Director will act as the principal legislative technology policy maker and have authority to make high-level legislative technology decisions. These decisions will improve the legislative process through integration of today's technologies with current processes. As such, the CEA Project Director will have significant responsibility in managing critical legislative technology projects that have an effect reaching beyond legislative technology services rendered by the OLC, legislative technology policies of the California Legislature, and ultimately, expand the way the public participates in the legislative process.

Through data obtained from the California Legislature, the CEA Project Director will determine the practicality of the information that will be accessible through the new mobile legislative applications. These decisions come with a high consequence of error as they will have a statewide effect on how legislative staffs interact with constituents in their districts and communities. Consequently, the ability of the public to participate in the legislative process without access to a desktop and/or laptop computer will be impacted as well.

The CEA Project Director's oversight will directly impact the progress of the California Legislature in becoming a mobile digital workforce. Digital mobility has become an integral part of the public and private sector workforce and therefore, must be factored into the digital workforce initiatives of the California Legislature. Legislators and their respective staff in different geographical locations would greatly benefit from accessibility to internal systems outside of business hours to enhance their collaborative work efforts.

The CEA Project Director will create a strategic approach to transition from antiquated desktop-based applications to mobile-based technology with improved functionality. While re-engineering is the overall best approach, the time line it takes to be efficient will be difficult to manage; client virtualization can provide timely resolution to make mobile accessibility readily available, however, the user experiences will not be optimized and data availability will have integration challenges; and, cloud delivery will post security and privacy concerns that will need to be appropriately addressed. The success of these projects will significantly affect the ability of the OLC to not only meet the California Legislature's ongoing and increasing workforce needs and business demands of today, but also in terms of the future.

C. ROLE IN POLICY INFLUENCE (continued)

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

The OLC has a higher degree of accountability to the California Legislature, and is therefore expected to be more diligent with business in comparison to other state departments. The mission critical support the OLC provides to legislators and their respective staff ensures that the California Legislature has all of the essential tools to perform their constitutional duties.

While the CEA Project Director position will not be a member of the Executive Management Team, the CEA Project Director will be held accountable by the Chief Deputy Directors and serve as a key advisor to the Legislative Counsel. The Project Director will have authority for making high-level legislative technology decisions and the advice of this position will be critical and of high consequence of error, affecting the public, the California Legislature, and the OLC. The Project Director will also have a high degree of independence to develop collaborative projects and re-engineer processes.

The CEA Project Director will not be assigned day-to-day administrative management of subordinate staff, but will be expected to manage large staff of the State and contract employees, and additionally provide leadership and guidance to all project staff and address any legislative technology obstacles affecting the OLC's ability to serve the California Legislature. The CEA Project Director will also be expected to have regular contact with high-ranking legislative staff and members of the California Legislature, in addition to frequent contact with the Executive Management Team.

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

The CEA Project Director will be responsible for developing and implementing new legislative technology policies and services, and have authority to make high-level legislative technology decisions. The Project Director will formulate and develop new and/or revised legislative technology based on information obtained directly from high-ranking legislative staff and members of the California Legislature.