

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 15, 2024

2. Department

Governor's Office of Planning and Research

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

Strategic Growth Council / Community Investments and Planning

4. CEA Position Title

Deputy Director for Community Investments and Planning

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

Under the general direction of the Strategic Growth Council's (SGC) Executive Director, the Deputy Director for Community Investments and Planning (DDCIP) is an integral part of the SGC Senior Leadership team. The incumbent is responsible for portfolio management of SGC's community development and infrastructure investment portfolio, which is approximately \$1 billion in program grants annually, and all the physical infrastructure investment programs, which comprise 90% of SGC's funding. This portfolio includes some of the most innovative, high-profile, and transformative programs in the State, including the Affordable Housing and Sustainable Communities Program (AHSC), the Transformative Climate Communities Program (TCC), the Sustainable Agricultural Lands Conservation (SALC), and the Community Resilience Centers (CRC) along with managing staff on joint efforts with on-site activation works in partnership with Council agencies.

6. Reports to: (Class Title/Level)

Executive Director

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.

#### General Duties:

- Provide planning, leadership, and strategic direction for all Community Investment and Planning portfolio programs. This portfolio is approximately \$1B in local grant assistance annually and is increasingly critical given the Governor's Office's focus on sustainable infrastructure investment, climate, equity, affordable housing, sustainable transportation and conservation.
- Ensure all funding administered by or allocated to SGC is directed to projects in accordance with statute, with a focus on increasing access to and removing barriers faced by disadvantaged and under-resourced communities.
- Work closely with the Executive Director and Program Managers to project programmatic budgetary needs and strategize funding solutions and partnerships to support agency needs.
- Interact as necessary with key public officials, stakeholders, tribes, partnering agencies, and philanthropic partners involved in planning, programming, funding, and delivering SGC programs and projects.
- Mentor and coach Program Managers to help them develop and grow the skills and experience necessary to succeed as program leaders and decision-makers in an environment that encourages delegation and empowerment of decision-making within the Program teams.
- Stay current on state-wide policies and initiatives related to equity, public health, community development, environmental justice, sustainable transportation, affordable housing, conservation, and other key topics involved in or pertaining to the Community Investments and Planning portfolio.
- Host leadership check-ins with interagency partners, including but not limited to members of Housing and Community Development, Department of Conservation, CARB, CA Department of Food and Agriculture, CalSTA, BCSH, and other interagency bodies.
- Develop and track interagency agreements, manage workload projections, and coordinate activities amongst interagency partners ensure operational outcomes and efficiency.
- Provide general direction to AHSC, TCC, CRC, and SALC Programs Managers and other staff assigned to support work related to the Community Investments and Planning portfolio.
  - o Provide clear directions, timelines, and expectations.
  - o Develop overarching programs and work plans and support managers in developing detailed roles and responsibilities for staff.
  - o Work with program managers to develop program-level strategic plans that include workload analyses, hiring justifications, and future funding need analyses. Lead development of Budget Change Proposals and other funding requests related to the general fund, state greenhouse reduction fund (GGRF), CA state bonds, federal funding (i.e., IRA, IJJA, etc.), etc.
  - o Conduct performance reviews and individual development plans.
- Provide leadership on:
  - o Program guideline updates, review process, contract development, legal review, and program implementation.
  - o Best practices and lessons learned development.
- Respond to requests from the Executive Director and Council members, the legislature, staff, the public, and other government agencies concerning SGC programs, Community Investment and Planning initiatives, and organizational management needs.
- Have a 360-degree understanding of the priorities and activities of the Council, the Executive Director, and SGC staff.
- In coordination with the Communications and External Affairs Officer, represent the Administration and SGC in external events and engagements.
- Lead and participate in efforts to coordinate federal resource allocation to align with SGC key initiatives and secure resources to complement funding gaps from the State necessary to support SGC grantees and programs.
- Provide testimony at legislative and budgetary hearings as needed to support SGC policies, programs, and budgets, obtaining the necessary approvals.
- Support the Executive Director in strategically positioning the organization to expand and promote various funding programs, models, council priorities, and approaches across different Community Investment and Planning portfolio programs. Build coalitions, partnerships, and new initiatives to advance SGC's strategic mission.
- Work closely with the SGC Council, Executive Director, and peers on the strategy, development, and implementation of SGC's four-year Strategic Plans and associated action plans and annual reports.
- Support Council briefings, key staff, and SGC staff meetings as needed. This includes but is not limited to identifying ideas and topics for discussion or decision, organizing and coordinating the preparation of the discussions, and providing the briefings and presentations to the Council and Key Staff.
- Establish new processes, systems, and workflows to respond to Council, Legislative, and organizational priorities. Establish and standardize policies and procedures for SGC programmatic operations and planning.
  - o Program elements for ongoing improvements to implementation and delivery
- Serve as the point of contact for AHSC, TCC, CRC, and SALC on all state interagency, regional, and local collaboration:
  - o Coordinate with other agencies administering California Climate Investment, General funds, federal funding, and grants to support climate change and other related efforts.
- Provide strategic guidance and information for Key Staff Meetings and SGC steering committee engagements, and participate in relevant state-wide workgroups representing SGC and bringing SGC's unique perspective to interagency work.
- Work with interagency and external partners to promote key models of the Community Investment and Planning portfolio.
  - o Develop new tools, training, and pathways to support the AHSC, TCC, CRC, and SALC.

**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 mission of SGC is to coordinate and work collaboratively with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians.

The DDCIP will have familiarity and mission alignment with SGC's core areas of work, including community development and urban/local planning, climate-resilient infrastructure investment, conservation, sustainable transportation, affordable housing, health equity, capacity building, greenhouse gas reduction technical strategies, racial equity and environmental justice, and government transformation. The DDCIP should have a broad understanding of state and local government functions, climate funding at the state federal and private level, and community planning mechanisms. The DDCIP should be creative and innovative, actively seeking ways to use SGC's approach of ideate / incubate / scale to help solve big picture challenges in California. The DDCIP must have a commitment to serving California's diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

Intended outcomes include new and expanded policies, grant programs, and inter-agency initiatives that scale the state's work to invest in and support capacity building, climate justice, health and racial equity, strategic planning, and government transformation that increases access to state resources. In addition to providing executive level leadership, vision, and management of four statewide funding programs this position is tasked with the leading large scale climate investments at the community level that increase capacity and climate resilient communities. the increasing capacity building and removing barriers to access. This position represents a statewide leadership role to support efforts to increase transformational and intersectional funding and transform government to more effectively partner with communities.

**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.

This is currently an exempt position held by an incumbent with the title of Deputy Director of Community Investments and Planning. This transition from an exempt role to a civil service classification is consistent with the Office of Planning and Research's transition to civil service.

More broadly, the State of California including the entirety of the SGC Council has identified intersectional and transformational investments at the community wide level to be critical in meeting the state's overlapping climate, equity, economic development, and effective governance goals. As communities throughout California work to access historic funding and build the long term conditions for success around policy alignment, partnership development, technical expertise, and community engagement, this position is critical for supporting efforts within SGC and across state government.

### **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.

- Serve as SGC climate investments lead inter-agency groups, committees, and acts as the principal community investments and planning advisor” on state policy matters to the Executive Director and the Council. The key functions are consistent with the emphasis of these topics within the SGC four-year strategic plan; the California Climate Investments (Cap and Trade/GGRF). The impact of this role moves California closer to the greenhouse gas reduction targets and ensures direct and meaningful benefit to front-line communities and tribes.
- Serve as inter-agency lead on sustainable transportation, affordable housing, planning, climate resilience, conservation and infrastructure development. SGC’s base statute authorizes the organization to convene state and non-state partners with the purpose of coordinating policy, programming, funding, and other solutions necessary to advance and meet the States’ goals of healthy, thriving communities. The impact of this role creates and awards inter-sectional investments--covering whole community needs not just individual industry areas of investments (i.e., affordable housing development awards and active transportation improvements).
- Serve in lead capacity for SGC climate investments and the point of contact on all state inter-agency, regional, and local collaboration related to the climate resilient infrastructure portfolio, including budgeting and partnerships, contract/vendor management, and coordination among SGC council members and Governor’s Office stakeholders. Convene multi-agency work groups, liaise with the Governor’s Office and Department of Finance, and coordinate with external entities to develop new policies, programs, guidance, and tools related to these high priority topics. The impact of this role ideate and scale investments and draw down more federal funds (i.e., federal programs modeled after SGC Investment programs).

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

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

The DDCIP will provide the required leadership, authority and consolidation of duties to ensure effective implementation of deep expertise in large infrastructure investments, program management, partnership formation, environmental justice, affordable housing, sustainable transportation, and government transformation.

The DDCIP will oversee mission alignment with SGC's core areas of work, including community development and urban/local planning, climate-oriented infrastructure investments, conservation, health equity, and government transformation. The DDCIP will have a broad understanding of state and local government functions and public funding and planning mechanisms. The DDCIP will also be responsible for millions of dollars of State funding going to transformative, multi-sector climate mitigation, adaptation, and resilience projects in under-resourced communities.

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

Working closely with the Executive Director, the DDCIP will interpret existing policy and lead the effort to propose new policies for implementation. The DDCIP will also be responsible to develop and implement new and existing policies. Implementing existing policies will be based on Council request, statutory mandates, policy support, special projects, and interagency coordination.