

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

08/29/17

2. Department

Office of Tax Appeals

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

Division of Administration

4. CEA Position Title

Deputy Director, Administration

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

The Deputy Director, Administration will formulate and implement all policies of the Office of Tax Appeals (OTA) administrative functions including: human resources, information technology, purchasing and contracts, business services, strategic planning and risk management. The position will serve as a liaison with the Department of General Services to implement budgeting and accounting policies for the OTA. The position will also serve as a key member of the Executive Management Team and participates in agency-wide planning, policy-making and decision-making, as well as the development and implementation of the OTA strategic and operational planning.

6. Reports to: (Class Title/Level)

Chief Deputy Director (Exempt)

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 Director, the position will serve as the principle policymaker for all administrative functions for the OTA. The position exercises broad policy-making authority over the following areas: human resources, information technology, purchasing and contracts, and business services in support of OTA's statutory obligations. The position serves as a key member of the Executive Management Team and participates in agency-wide planning and decision-making, as well as the development, implementation and evaluation of the OTA's strategic and operational planning. The position also serves as an advisor to the Director, Chief Deputy Director, Chief Counsel and other executive-level management on a wide range of administrative issues including those which are often sensitive and political in nature. The specific program areas include:

Human Resources: Oversees all human resources functions for the OTA including: classification and pay, exams, recruitment and selection, labor relations, health and safety, and training. The position will formulate policies and procedures in accordance with all applicable laws and rules. The position will also represent the OTA when interacting with the Department of Human Resources, State Personnel Board, and the State Compensation Insurance Fund and other agencies as needed.

Information Technology (IT): Formulates, develops and implements the OTA's IT policies and procedures in compliance with state policies for areas including: telecommunications, computer and network use and IT network security. Oversees the development and management of all IT projects. Consults with the California Department of Technology on IT matters concerning the OTA.

Purchasing and Contracts: Oversees and directs the OTA's purchasing program including annual reporting requirements and other responsibilities for the requisition of goods, services and commodities through subordinate professional staff.

Business Services: Formulates, develops and implements policies and procedures for the OTA's facilities management program including: space planning, building security access, emergency preparedness, continuity planning, mail services, record retention, equipment and supply inventory, and waste reduction and recycling.

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 Taxpayer Transparency and Fairness Act of 2017 created the independent Office of Tax Appeals to guarantee impartiality, equity and efficiency in tax appeals. This new appeals forum will consist of three independent and objective administrative law judges and issue decisions in a transparent and timely fashion, rely on well-established precedents in tax law, provide open public access and choice representation, and build a record that both taxpayers and tax administration agencies can rely upon.

The position is at the second-level of the organization and is critical to the success of the new department by developing, implementing and overseeing OTA's administrative functions.

The position will be instrumental in the creation of the new department as it will establish all administrative policies and procedures to ensure the OTA can successfully fulfill its statutory obligations.

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 Taxpayer Transparency and Fairness Act of 2017 created the Office of Tax Appeals to guarantee impartiality, equity and efficiency in tax appeals. This new appeals forum will consist of three independent and objective administrative law judges and issue decisions in a transparent and timely fashion, rely on well-established precedents in tax law, provide open public access and choice representation, and build a record that both taxpayers and tax administration agencies can rely upon.

A CEA position is necessary to formulate and implement all administrative policies and procedures for the new department in areas including: human resources, information technology, business services, purchasing and contracts, strategic planning, and risk management.

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.

Human Resources: The position will formulate policies and procedures in accordance with all applicable laws and rules and advise executive management on complex, sensitive administrative policy matters such as non-tenure appointments, progressive discipline, grievance, complaints, adverse actions, contract protests, sexual harassment.

Information Technology: The formulation and development of IT policies and procedures are critical to address tax appeals from taxpayers and businesses. The OTA will need to procure software for calendaring cases, case management and time management. Additionally, the OTA will have multiple offices requiring IT support.

Risk Management and State Leadership Accountability Act (SLAA) require internal control reporting to the Department of Finance. The process involves the development and continual review of OTA's administrative policies and procedures including collaboration with executive management team to identify and monitor risks that pose vulnerabilities. SLAA is a mandated report.

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 all the administrative functions for the Office. The Deputy Director of Administration will formulate and administer administrative policies, procedures and practices, as well as implement and monitor them to ensure compliance. The position will also advise and make policy recommendations to executive management on complex administrative problems, strategic and workforce planning, financial integrity practices and risk assessment processes.

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

The CEA will formulate and implement administrative policies for the newly created department. Thereafter, the CEA will formulate and direct the development of new or revised policies, as well provide policy recommendations to executive management. The CEA will be responsible for developing, standardizing, administering and evaluating policies which impact OTA's administrative operations.