

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

2. Department

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

4. CEA Position Title

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

The California Prison Industry Authority (CALPIA) is responsible for the rehabilitation of the inmates/offenders within the California State Prison System. The CEA for the Workforce Branch serves as a key member of the General Manager's Executive team and has three primary roles, including (1) managing and developing the Joint Venture/Free Venture program; (2) contracting with private entities to expand the Industry Employment Program; (3) oversight of the facilitation and compliance of the Career Technical Education Program.

6. Reports to: (Class Title/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):

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 from The California Prison Industry Authority's (CALPIA) General Manager, the CEA is responsible for the rehabilitation of the inmates/offenders within the California State Prison System. The CEA for the Workforce Branch will serve as the State's expert in the Workforce Development, Joint Venture/Free Venture, Industry Employment Program, and Career Technical Education programs. This CEA position is essential to the State and CALPIA's goal to proactively reduce the recidivism rate of the prison population.

The CEA has responsibility for overseeing day-to-day operations of the Workforce Branch statewide programs with an operating budget of approximately \$4,700,000.

The CEA performs all required duties to manage the Workforce Development Branch that includes Joint Venture Program(JVP), Free Venture Program(FVP), Industry Employment Program(IEP), and Career Technical Education(CTE) Programs. The CEA has the additional duties of EEO Officer and Reasonable Suspicion Drug-Testing Coordinator. The CEA directs the implementation of the programs mission, goals, and objectives, develops program policies, standards and procedures for statewide programs, revises and maintains program policies and procedures, coordinate the policies and procedures of the programs with that of other programs, units, and divisions within CALPIA/CDCR.

The CEA is the spokesperson that monitors and evaluates the implementation of all 3 programs within CDCR Institutions, conducts periodic reviews of the businesses to ensure compliance with Federal guidelines and State laws and regulations governing the operation and implementation of the programs, monitoring and evaluating statewide program polices and procedures.

The CEA is the liaison between the Workforce Development Branch and CALPIA/CDCR implementation of cooperative inmate programming efforts. The CEA negotiates all contracts and leases between businesses, CALPIA facilities and CDCR institutions, coordinating contract and lease processing with CALPIA Business Services Section and processes all contract and lease amendments. The CEA develops, implements and directs the Workforce Development Branch strategic marketing plan, analyzing business plans and financial statement of potential businesses to determine soundness and viability of the business operating in a prison, The CEA responds to all inquires from businesses, prepares all necessary documents and reports to and for the Prison Industry Enhancement Certification Program (PIECP), including all information required by the PIECP. The CEA prepares agenda and materials for the Advisory Board Meetings, prepares all required materials relative to the issues of the programs to the General Manager, CALPIA.

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 department's mission includes the CALPIA's Strategic Business Plan which has four main critical goals: Reduce Offender Recidivism, Maintain Self-Sufficiency, Develop High Performing Staff and Organization and Increase Customer Satisfaction.

The CEA must have extensive knowledge, experience, and skills in business operations, to develop and implement strategic marketing plans and help to grow these critical programs. Develops strong stakeholder relationships with other government (State and Federal) agencies, public entities, and businesses. The CEA is responsible for reporting on the accomplishments annual mandated report of accomplishments to the Legislature.

CALPIA is a self-supporting, customer-focused business that reduces recidivism, increases prison safety, and enhances public safety by providing offenders productive work and training opportunities. The success of these programs are reliant the expert knowledge and experience of the CEA position.

The CEA is the leader and driving force in strengthening IEP, CTE, and JVP/FVP to ensure that the programs fulfill CALPIA's goals of providing critical job-related training to offenders to reduce recidivism in California. The CEA's direction of these programs will provide inmates/offenders with have marketable job skills, good work habits, high school-level education or equivalent, industry-accredited certifications, and job support to ensure the State and CALPIA's goal of reducing recidivism to produce a trained workforce of offenders in the prison system.

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 California Legislature's amendment of AB109, increased the oversight required for the Joint Venture programs. This legislation "realigns" the responsibility for supervising thousands of offenders convicted of certain low level felony crimes from the State to local Counties. The realignment affected drastic changes in California criminal law, and resulted in more than 500 statutes amended.

Because of the legislative approval of this enactment, this position has also been tasked to coordinate with the California County Jail systems to develop and implement rehabilitative services at the County Jail level. This is an additional work load for this Unit that necessitates the highest level of oversight to facilitate the development and implementation of the program's expansion.

The CEA will serve as the subject matter expert on Federal and State policies and liaison to all County Sheriffs, Jail Commanders, District Attorneys, Board of Supervisors, Local Labor Unions and various City Officials throughout the State. The CEA must cultivate unique business partnerships with individual Counties to establish agreements/contracts for Joint Venture Programs. There are 52 counties, and CALPIA's goal is to establish and operate at least one official county Joint Venture Program per year for a total of 12 programs. There are no active JVP county programs as of today.

Due to these changes it has become apparent that a restructure is necessary, in the Workforce Development Branch in order to improve business operations. The CEA focuses primarily on experience gained in the management of large industrial services, production, and agricultural programs. The business outreach is a critical component of the Workforce Development Branch, and the CEA's direction and expertise are critical to the acquisition and development of partnerships, as well as, the overall success of the Workforce Development Branch.

In addition, the CEA must gain the support and confidence of top-level administrators and maintain cooperative working relations with managers and administrators of all Federal, State and Local levels of government and the public.

The CEA position will direct the expansion of the programs by determining each program's goals, coordinating their expansion and developing the unique nuances of each of the three programs by understanding and effectively implementing the critical need to achieve the State's mission of improving public safety by reducing offender recidivism.

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 fulfill the public safety mission of the State to reduce recidivism and the requirements of California's Proposition 139 of 1990, the Prison Inmate Labor Initiative. The CEA is responsible for developing all program policies, standards, and procedures for the statewide implementation ensuring that CALPIA remains in full accordance with the Act.

The CEA position will provide policy advice and recommendations to the General Manager and the CALPIA Board on policy and procedural issues relating to new or changing legislative directives, such as AB109. Further, the position will establish policies for statewide programs and day-to-day management. The CEA will work closely with CDCR as CALPIA's liaison for facilitating and establishing all private sector business operations in all 35 prisons using the inmate labor workforce, and 52 Counties in California.

The position is responsible for reviewing policy for statewide impact and implementing statewide policy and procedures relating to the Workforce Development Branch's customer departments and agencies. Principle policies and procedures include methods to formulate, implement, and evaluate complex production, financial, and personnel policies and procedures for both accredited and non-accredited certification offender training programs in CALPIA enterprises across the state.

The CEA will develop and implement policies and procedures for CALPIA's CTE Trade Unions' pre-apprenticeship training programs and the transition of offenders to career employment when they parole. The policies and procedures include methods for negotiating and managing trade union agreements and the development of curriculum to meet the needs of the trade industries and the offenders. The pre-apprenticeship training program creates qualified, trained apprentices who are able to return to their communities with meaningful employment opportunities.

The CEA is a high level executive that must have the in-depth knowledge of CALPIA, the functions of California State Government, including the legislative and executive branches; knowledge of the principles and practices of administering diverse manufacturing and service operations; knowledge of CDCR and CALPIA policy and procedures; knowledge of principles and trends of public administration, labor relations, techniques of organizational management and motivation, administrative problem-solving and policy formulation; State Personnel Budget, related administrative procedures, and a managerial role in the Equal Employment Opportunity Program.

C. ROLE IN POLICY INFLUENCE (continued)

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

The program scope is statewide and the impact of decisions effects the ability of the State and CALPIA to meet the needs of the community to reduce recidivism. The citizens and and business communities statewide are affected by the ability of the Workforce Development Branch to meet the needs of the offenders/imates, partners and client departments in order to meet their mission and serve the State of California.

The CEA maintains complete oversight and control of Workforce Development Branch which includes the full scope and nature of all decision making authority of this Branch. These programs have a combined annual budget of \$4.927 million. The CEA has the discretion and decision-making authority over all staff, financial expenditures, allocations, and monitoring of all budget-funding, contracts, and scope of all the work related to these programs within the Workforce Development Branch.

The CEA is the ultimate subject-matter expert on JVP/FVP, IEP, and CTE, and, based on the expertise, the CEA is able to provide general on-going updates and advice to the General Manager regarding policy development; staff, inmate, and stakeholder concerns; and resolutions to issues as they arise. The CEA is entrusted to run these programs under the general guidance of the General Manager.

The CEA seeks out businesses to participate in the programs while also ensuring that existing California jobs are not impacted. The CEA monitors each business-participant periodically to ensure compliance; with members of the public and private sectors; makes presentations to external groups like Chambers of Commerce, unions, special interest advocacy groups, legislators, and correctional administrators to promote awareness of the programs and to foster interest in participation of these programs.

The CEA is CALPIA's official program spokesperson with external stakeholders regarding these programs, provides presentations to high-level audiences, is the liaison on behalf of CALPIA with external stakeholders, including the Joint Venture Program Advisory Board, developing marketing strategy to broaden the business base, and provide necessary policy implementation, guidance and advice to the CALPIA, General Manager.

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

The CEA is a member of the CALPIA General Manager's Executive Management team, reporting directly to the General Manager developing, interpreting, and implementing policy new and existing policies.

The CEA is responsible for overseeing the administration of JVP/FVP, IEP, CTE. This includes interpreting and implementing existing State and Federal laws and regulations that guide the programs. As laws change and/or evolve and impact the programs, the CEA is responsible for staying abreast of how the changes affect the programs and making sure CALPIA policies and regulations remain in compliance with the State and Federal laws.

This CEA is responsible for building strong relationships with high-level stakeholders, government officials, business stakeholders, and other members of the public.