

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

March 28,  
2016

2. Department

State Treasurer's Office

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

Executive Office

4. CEA Position Title

Pension & Benefits Officer

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

The State Treasurer's Office is requesting to upgrade its position of Pension & Benefits Officer, from a C.E.A. level A to a C.E.A. level C. This request is based upon a significant increase in complexity, level of responsibility, and the policy influencing nature of the position.

6. Reports to: (Class Title/Level)

Chief Deputy Treasurer/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.

This position reports directly to the State Treasurer and serves as the Treasurer's representative and trustee to the CA Public Employees' Retirement System (CalPERS) and the CA State Teachers' Retirement System (CalSTRS) Boards and related committees, and the CA Earthquake Authority (CEA). The incumbent also reports to the Chief Deputy Treasurers in the Executive Office when performing retirement, health and insurance related duties.

This position provides staff support and expertise to the State Treasurer in his/her responsibilities related to serving on the boards of the CA Public Employees' Retirement System (CalPERS), the CA State Teachers' Retirement System (CalSTRS), and the CA Earthquake Authority (CEA); acts as the Treasurer's representative on the pension boards' various committees related to the development and approval of major pension and health care policies regarding members' needs for improved retirement benefits and services, health insurance costs and benefits, and the manner in which health insurance is administered and provided; acts as the Treasurer's representative on the CEA and provides policy advice on the financial structure and oversight of activities; as a designated representative of the State Treasurer, any action taken by this position is binding. This position reviews all board and committee meeting materials and briefs the Treasurer on pertinent issues; advises the Treasurer on sensitive and complicated issues related to the pension and earthquake funds operations and policies; with direction from the Treasurer, acts on his/her behalf at these meetings and is required to advocate positions on behalf of the Treasurer in public forums including making presentations; responsible for reviewing post-meeting summaries, researching special pension/insurance related topics; analyzes financial data such as program budgets and financial statements, actuarial valuations, and financial models for reinsurance program; and assists with correspondence and inquiries.

The incumbent analyzes policy issues and develops policies and/or policy reports related to pension fund, health care and earthquake insurance issues; researches the latest and emerging trends, concerns and issues; analyzes financial data such as program budgets and financial statements, actuarial valuations, and financial models for reinsurance program; interacts with representatives of state and local governments, pension fund representatives, health and insurance carriers, legislative staff and employee groups in conducting complex and sensitive technical policy position papers and reports; advises the State Treasurer and the Deputy Treasurer on policy issues and acts in the place of the State Treasurer and the Deputy Treasurer in their absence to oversee the policy functions at meetings and public proceedings, and in contacts with representatives of public and private entities.

Additionally, the incumbent has been assigned Executive Oversight over three (3) of the Boards that fall under the authority of the State Treasurer: the California Educational Facilities Authority (CEFA), the California Health Facilities Financing Authority (CHFFA), and the California School Finance Authority (CSFA). Furthermore, the incumbent was assigned the lead role as the STO's Steering Committee member on the Financial Information System for California (FISCAL) which is responsible implementing a business transformation project for state government in the areas of budgeting, accounting, procurement, and cash management. Finally, the incumbent has also been assigned the Executive Oversight responsibilities over the Administration Division.

**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: This executive level position provides advice not only to the State Treasurer and his Executive Staff in the formulation, development and implementation of policies for a diversified number of programs within the State Treasurer's Office, but also for many highly sensitive public financing programs for which the State Treasurer serves as Chairperson or Member. This level of input is often a factor in the development and evaluation of agency policy.

**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 recently elected Treasurer has shifted the workload between the Deputy Treasurer's and CEA's within the Executive Office to distribute the increasing workload to accommodate the changing priorities of the State Treasurer's Office and the 14 associated Boards, Commissions, and Authorities (BCA).

Specifically, this position has been assigned additional responsibilities highlighted below:

Serves as the STO's Steering Committee member on the Financial Information System for California (FI\$CAL): The FI\$Cal is a business transformation project for state government in the areas of budgeting, accounting, procurement, and cash management. The Project will prepare the state systems and workforce to function in an integrated financial management system environment.

Executive oversight and policy direction for the California Educational Facilities Authority (CEFA): The California Educational Facilities Authority was created by statute in 1976 for the purpose of issuing revenue bonds to assist private institutions in the expansion and construction of nonsectarian bonds. The Authority provides lower cost financing to these institutions not available from the private sector. The duties of the California Student Loan Authority and the administration of the California Student Loan Fund were transferred to CEFA, pursuant to Chapter 917, Statutes of 1995. With this change CEFA is authorized to issue revenue bonds to purchase federally reinsured student loans notes from eligible lending institutions, thereby assisting in the expansion of student access to these low-cost federally reinsured education loans.

Executive oversight and policy direction for the California Health Facilities Financing Authority (CHFFA): The California Health Facilities Financing Authority was established by law to issue revenue bonds to assist qualified private nonprofit corporations or associations, counties and hospital districts to finance or refinance the acquisition, construction or remodeling of health facilities and specified clinics.

Executive oversight and policy direction for the California School Finance Authority (CSFA): The California School Finance Authority was created by Chapter 1438, Statutes of 1985. The Authority oversees the statewide system for issuance of sale revenue bonds or other debt instruments, in a principal amount not to exceed \$400 million, to reconstruct, remodel or replace existing school buildings, to acquire new school sites and buildings, or to provide working capital and capital improvements. These bonds are to be made available to public school districts and community colleges.

Executive oversight and policy direction over the Administration Division of the State Treasurer's Office which encompasses: Budgets, Fiscal Services, Personnel, Business Services, and Training Office.

### 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.

#### Governor's Budget:

The CEA leads the analysis of the Governor's Budget and May Revision for the State Treasurer's Briefing Document. Specifically, the CEA writes the Budget Overview, Economic Outlook, Revenue Estimates, and K-14/Prop 98 Education sections of the Document. The CEA manages and edits the other budget program sections written by the other Deputy Treasurers and Senior Staff. The CEA briefs the Treasurer and manages the briefing presentations of the other Deputies and Senior Staff. Additionally, the CEA provides an analysis of the Legislative Analyst's various written budget analyses for the Treasurer. The Treasurer is able to make budget, program, and policy decisions on the Governor's Budget based on the CEA's analysis.

#### Financial Information System for California (FI\$Cal):

The CEA serves as the Treasurer's Executive Sponsor for the FI\$Cal Project. As one of the four Partners, the CEA represents the Treasurer on the FI\$Cal Steering Committee. As a voting member of the Steering Committee, the CEA's Partner responsibilities include: Establishing Project goals and priorities; Serve as the primary champion for communicating Project strategy, benefits, and direction to the Treasurer's Office; Provides advice regarding consistency with statewide strategies, direction, and policies; and approves the selection of the Project Director.

#### California Health Facility Financing Authority (CHFFA):

CHFFA has a Healthcare Expansion Loan Program (HELP) II that provides low interest loans for construction, renovation, equipment purchases, and refinancing of existing debt for health facilities. The CEA works with the Executive Director and staff to develop policy for the Treasurer and Board to expand and market the HELP II program. In addition, the CEA and the Executive Director are developing a policy to provide grants to the California Health Access Model Program (CHAMP) to support innovative methods to deliver health care services.

#### California Educational Facilities Authority (CEFA):

CEFA has a new policy initiative to enhance its bond financing program for private colleges and universities. Specifically, the CEA works with the Executive Director, staff and the STO's Public Finance Division to develop a pilot green bond program for the Treasurer and CEFA Board for consideration. In addition, the Executive Director and staff are researching a Student Loan Refinance pilot program for consideration by the CEA, Treasurer and CEFA Board.

#### California School Finance Authority (CSFA):

The CEA is working with the CSFA Executive Director to develop a credit enhancement grant program to reduce the borrowing costs for charter schools. The new policies are presented to the Treasurer and CSFA Board for consideration.

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

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

This position is at the second organization level when performing CalPERS/CalSTRS duties and meet the CEA criteria in that this is a "high administrative and policy-influencing position within State civil service in which the incumbent primary responsibilities are the managing of a function or the rendering of management advice to top level administrative authority". The position is an independent representative of the State Treasurer in a complex and visible arena, and must be aware of the political sensitivity of their action. This position is responsible for making contacts at executive levels throughout state government and with high-ranking officials.

This position provides technical leadership and oversight as well as high-level policy advice to the Chief Deputy Director on pertinent programs, pension and benefits related issues. This position will also work closely with the Department Directors to achieve these goals.

Furthermore, the CEA is responsible for developing the STO's Budget and the budgets of the Financing Authorities with the Director of Administration for review and decision making by the Chief of Staff and Treasurer. The CEA works with the Chief of Staff to ensure budget resources are available for the Treasurers initiatives. The CEA works with the Director of Administration to gain approval of the STO BCP's by DOF and the Legislature. The CEA manages the budget during the year and make recommendations to the Chief of Staff on where to make adjustments during the budget year.

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

The CEA will formulate and direct the development of new or revised policies and strategies that enhance services and support STO/BCA's mission. This position is an active member of the executive management team and will be developing and making recommendations that would benefit the department and partners on a statewide basis.

As noted in questions 26 and 28 the CEA position is responsible for implementing new policies for the FI \$Cal project, CHFFA, CEFA, and CSFA. In addition, the CEA is responsible for implementing the state's new State Leadership Accountability (SLAA) risk program that is managed and monitored by the Department of Finance. The CEA is also developing the internal STO Governance process with the other Deputies, implementing a new STO budget approval policy, and updating the Disaster Recovery Business Continuity policy with the STO's Chief Information Officer.