

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

2023-11-17

2. Department

California Department of Forestry and Fire Protection (CAL FIRE)

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

Management Services/Technical Services

4. CEA Position Title

Assistant Deputy Director, Technical Services

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

Under administrative direction of the Deputy Director, Management Services, the Assistant Deputy Director, Technical Services plans, develops, recommends, and implements statewide policies and standards, mandates, procedures, operations, and activities for the CAL FIRE Technical Services Program, including real property inventory, statewide property acquisition, leasing, facility management, maintenance, replacement, and relocation of facilities and infrastructures and provides project management oversight for all of the department's major capital outlay projects. Regularly provides advice and recommendations to the Directorate on policy issues relates to the statewide CAL FIRE Technical Services Program.

6. Reports to: (Class Title/Level)

Deputy Director, Management Services

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 Assistant Deputy Director, Technical Services will have ongoing communication with the Executive Team regarding strategic planning and policy creation and integration related to technical services.

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.

CAL FIRE's Technical Services (TS) Program is headquartered in Sacramento with Regional administered TS offices and staff located in Redding, Santa Rosa, Fresno, and Riverside. Technical Services' staff is made up of professionals with expertise in distinct areas. The Architecture and Engineering Unit is made up of engineering, architecture, design, and construction professionals; program managers; hazardous material mitigation staff; project and construction management staff; capital outlay and repair planning staff; mechanical and electrical staff. The Lands Unit consists of land surveyors, program managers, real estate and right of way professionals, leasing staff, and tower and vault facility maintenance management staff responsible for title review, property boundary determination, deeds, and documentation of all of CAL FIRE's numerous site facilities. TS surveyors are also on call for evidence mapping in support of CAL FIRE's civil cost recovery program. Direct partnership and intimate knowledge of the Capital Finance and Sustainability Unit is made up of program managers, budget planning and support professionals, procurement and contract professionals, and training support staff with responsibility for the management, oversight and planning of the CAL FIRE capital outlay budget and Sustainability Program efforts and initiatives.

The Assistant Deputy Director, Technical Services is responsible for the oversight and daily management of the office and responsibilities as well as the development of policies and procedures for the Department's facility operations, maintenance, replacement, relocation, and land use planning decisions. It is important to note that this responsibility includes the building and facility management for all of CAL FIRE's operations, many of which provide essential service and are in continuous operation, 24 hours a day, 7 days a week. The Assistant Deputy Director, Technical Services is responsible to interpret, analyze, and draft proposed legislation independently or through subordinate technical experts and will be required to appear before the legislative budget committees on behalf of CAL FIRE's Capital Outlay Program, and Deferred Maintenance funding. The position will work through subordinate staff to develop and provide recommendations to the Deputy Director Management Services on policy standards and related issues that impact CAL FIRE's facility and land use planning for the Department's over 600 facilities statewide, comprised of approximately 3,000 structures. Further responsible for ongoing planning, development, and maintenance of our 5-year infrastructure plan. This position will provide daily direction, vision and goals to subordinate staff to ensure that CAL FIRE's critical department infrastructure is acquired, designed, and constructed to adequately support our staff who are responding to the worsening impacts of wildfire on the 31 million acres of State Responsibility Area.

This position will be responsible to develop and maintain relationships with internal and external stakeholders including but not limited to private contractors and landowners, Contract Counties, the Department of General Services, California Department of Military, California Conservation Corps, California Department of Corrections and Rehabilitation, California Office of Emergency Services, California Highway Patrol, California Natural Resources Agency, the Department of Finance, State Treasurer's Office, State Controller's Office, Legislative Analyst's Office, State Public Works Board, United States Forest Service, and other government agencies at the local, tribal, and federal level.

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: Technical Services Division; including, architectural and engineering services, capital outlay project management, a multi-billion-dollar facility budgeting program, facility management, maintenance and repairs, replacement and relocation of facilities, real property inventory, land surveying services, forensic incident surveying, statewide property acquisition, and leasing. These facilities are comprised of approximately 3000 independent structures. Many of which were originally constructed more than 60 years ago and are in need of replacement or major repair. The worsening impacts of catastrophic wildfires and the exponential growth in CAL FIRE personnel have led to increases in CAL FIRE's facility portfolio. Recent direction from the Governor and State Legislature such as the 2022 Direct Mission Support Budget Change Proposal (BCP), 2021 Fire Crews BCP, 2022 Fire Crews BCP, the approximate doubling of the Department's Demonstration State Forest Responsibility, and a renewed focus on quadrupling the production of seedlings at State-owned nurseries has led to a broad increase in CAL FIRE real estate and facility needs. In terms of programmatic and budget responsibility, this position is currently responsible for an approximately \$1.88 billion budget in support of the Governor's Five-Year Infrastructure Plan. CAL FIRE maintains an infrastructure of over 600 facilities including the following: 236 Fire Stations, 13 Air Attack Bases, 10 Helitack Bases, 31 Conservation Camps, 39 Fire Centers (16 CAL FIRE, 15 California Conservation Corps, 8 California Military Department), 112 Communication Facilities, 16 Administrative Headquarters, 21 Unit Headquarters, 8 State Forests, 1 Nursery, 1 Statewide seedbank, 3 Training Centers (Ione, Clark, Ventura) and over 100 other miscellaneous facilities supporting the Fire Protection, Resource Management, and Office of the State Fire Marshal. The ADD has responsibility for ensuring through subordinate staff that these facilities are maintained sufficiently in order for the Department to carry out its primary mission.

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.

When this CEA concept was last reviewed in 2017, the TS Program only had 1 CEA, and 30 staff. The highest subordinate classifications under this position were that of a Supervising Civil Engineer and a Supervising Land Surveyor. While both classifications provided subject matter expertise to the TS Program in engineering, land and construction, neither classification was able to also address the budgetary concerns in the program. Therefore, CAL FIRE required the CEA to possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration of Professional Engineers, similar to the requirement of the position's subordinates. The CEA had an engineering degree and knowledge, skills and abilities of an engineer, but also the knowledge, skills and abilities to management the budgetary aspects of the program. Over the years, the TS Program has grown and now has 62 direct reporting employees and approximately 75 indirect employees statewide. With the significant growth of the department through various BCPs over the course of multiple fiscal years we have been able to shift the primary functions of the Architecture and Engineering Unit to a newly established Principal Transportation Engineer (Caltrans). This is the highest level of engineer knowledge and responsibility within the state classifications, and the goal of that position is to have direct engagement and oversight of the various projects within the Technical Services branch, working in partnership with the Supervising Land Surveyor, allowing opportunity for the Assistant Deputy Director, Technical Services to focus on the ongoing management of the programmatic responsibilities of policy direction, planning, and development. Given the growth of the program, laws, rules and regulations that constantly change, and the addition of the higher-level Principal Transportation Engineer (Caltrans), there is no longer a need for this CEA position to possess a degree in engineering. The engineering, construction, design and land aspects of the program have been allocated to the Supervising Land Surveyor and Principal Transportation Engineer (Caltrans). This CEA will oversee those aspects in coordination with those positions, but will concentrate on managing the budgetary and administrative tasks of the program as outlined in response to question 20. The primary focus for this CEA will be policies and procedures – recommending, developing, implementing, and overseeing the primary functions of the office, and subordinate staff to ensure effective program and project 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.

This position regularly provides advice and recommendations to the Directorate on policy issues related to the statewide CAL FIRE TS Program. These recommendations are used in the development, implementation, and evaluation of departmental policies and programs, alongside and in coordination with Department of General Services requirements, Public Contract Code and Public Resources Code. The recommendations made by this position have department-wide impact. Examples of policy recommendations include budgetary strategies as they relate to capital outlay proposals, design and construction quality controls, land procurement, and related environmental issues. Policies include but are not limited to:

CAL FIRE Handbook Policy 3032 – Infrastructure Plan – In accordance with the State Administrative Manual (SAM) Section 6899, the incumbent works with the Deputy Director of Management Services on the strategic vision including fostering and cultivating Department relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts, grants and financial pathways to successfully execute the Department's infrastructure plan for the following categories; Major Capital Outlay, Minor Capital Outlay, Special Repairs and Deferred Maintenance.

CAL FIRE Handbook Policy 3044 - Capital Outlay Budget Change Proposal - This defines what is needed in the project, why it's needed, the estimated cost of the project, what other options are available, and what the consequences of inaction will be.

CAL FIRE Handbook Policy 3050 – California Environmental Quality Act (CEQA) Compliance - Every act of the department that may affect the status of the environment is subject to environmental review. Therefore, every land acquisition or improvement project that the department undertakes needs to be reviewed, and if necessary, an environmental document prepared and filed with the State Clearinghouse.

CAL FIRE Handbook Policy 3061- Surveying and Mapping Roles and Responsibilities - Surveying and mapping are required for effective administration and implementation of land and facility management, planning and budgeting for land acquisition and construction projects, and the design, construction, repair, and maintenance of CAL FIRE improvements.

CAL FIRE Handbook Policy 3070 - Inventory, Lands and Facilities - The SAM Section 1370 and 1371 requires that each department maintain an inventory of lands and facilities for which it is responsible.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA exercises a high degree of program sensitivity and managerial influence. This position provides advice and recommendations to the Directorate on policy issues related to capital outlay proposals, design and construction, quality controls, and land procurement which generally have department-wide impact.

This position functions under the administrative direction of the Deputy Director, Management Services. It has substantial authority for decisions affecting its program. The position has delegated authority for approval of all departmental leases and real property. The incumbent negotiates fee acquisition of land and testifies before legislative budget committees relative to the department's capital outlay needs. The individual selected to fill this position must have tactical knowledge, responsiveness and anticipatory nature, political astuteness, integrity, tact, and diplomacy, in order to be successful in the position.

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

This Assistant Deputy Director, Technical Services plans, develops, recommends, and implements statewide policies and standards regarding the CAL FIRE TS Program responsibilities. They will further be responsible for budgetary strategies as they relate to capital outlay proposals, design and construction, quality controls, and land procurement. The Assistant Deputy Director, Technical Services, in consult with the Deputy Director, will advise the Directorate on real property policy and program issues related to the CAL FIRE's infrastructure plans, including alternative program and project delivery methods. They are responsible to ensure CAL FIRE's statewide programs are equipped with required and safe facilities/ infrastructure to support its mission by utilizing pertinent California statutory and regulatory authority pertaining to real property management, facility maintenance, replacement, and other policy directives.