

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

2019-08-06

2. Department

The California Department of Forestry and Fire Protection (CAL FIRE)

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

Management Services / Technical Services

4. CEA Position Title

Facilities and Sustainability Program Manager (FSPM)

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

The FSPM formulates, administers, and oversees the capital outlay budget for CAL FIRE and ensures the Departments' compliance with Executive Order B-18-12 and all sustainability directives and initiatives.

6. Reports to: (Class Title/Level)

Deputy Director of Management Services (CEA, Level B)

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 FSPM regularly interacts with the Executive Management Team on sustainability fiscal and budgetary issues, along with all capital outlay issues, for CAL FIRE.

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.

The Facilities and Sustainability Program Manager works under the administrative direction of the Deputy Director of Management Services to formulate, administer, and oversee the financial and sustainability objectives for CAL FIRE and to ensure the Departments' compliance with Executive Order B-18-12 and all sustainability directives and initiatives. Duties include but are not limited to:

Interacting with the Deputy Directors, Assistant Deputy Directors, Region Chiefs, Assistant Region Chiefs, and Technical Services Unit on the development and finalization of the Department's annual Five-Year Infrastructure and Improvement Plan. Interact with the Department of Finance to consult, amend and seek approval for this plan into the Governor's Five-Year Infrastructure Plan, along with its implementation through various capital outlay and facility repair budget requests and projects.

Influencing internal and external policy makers regarding the development of new programs and the ability of CAL FIRE facilities to achieve the stated policy objectives with and without additional capital outlay funding. Works with programs to determine how program policies and priorities will drive capital outlay budget needs. Develops and recommends capital outlay project priorities that will be funded through the annual budget act. Advises the Department of Finance on current, planned, and future capital outlay budget requests, and reports this information, along with pending budgetary actions, to the Directorate, Chief of Technical Services, and Region management by recommending appropriate actions.

Planning, developing, recommending, and implementing statewide Department policies relating to sustainability initiatives, particularly in the areas of greenhouse gas reductions, water conservation, Leadership in Energy and Environmental Design (LEED) certification, zero-emission vehicles, and environmentally preferable purchasing and government transformation in the age of climate change. This includes, but is not limited to, research on sustainability and conservation technology, methods, and practices, and the development of executable pilot studies to ensure responsible and successful implementation given the Department's mission and operations.

Managing the CAL FIRE Sustainability Program by acting as the lead and Departmental Point of Contact, as outlined by the Department Sustainability Road map. Work with Directorate, Region management, Region Technical Services, and Sacramento programs to develop policy procedures in facility operations regarding usage and generation of water, wastewater, electricity, natural gas, propane, vehicle and aircraft fuel, and recyclable and compost-able materials.

Ensures compliance with the Governor's Office objectives and the Department Essential Service Facility operations by working directly with all levels of CAL FIRE staff up through the Directorate to execute department operations.

**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 position plans, develops, recommends, and implements statewide Department policies relating to sustainability initiatives, particularly in the areas of greenhouse gas reductions, water conservation, LEED certification, zero-emission vehicles, and environmentally preferable purchasing and government transformation in the age of climate change. This includes, but is not limited to, research on sustainability and conservation technology, methods, practices, and the development of executable pilot studies to ensure responsible implementation plans given the Department's mission to safeguard the people and protect the property and resources of California. Public access is provided to all facilities due to the nature of the mission. In some locations, during a disaster or emergency, many CAL FIRE facilities, such as Fire Stations and Unit Headquarters may be the only public shelter available with potable water, communications and emergency electrical power.

**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.

Executive Order B-18-12 directs "State agencies, departments, and other entities under my direct executive authority (State agencies) take actions to reduce entity-wide greenhouse gas emissions by at least 10% by 2015 and 20% by 2020, as measured against a 2010 baseline." CAL FIRE controls and maintains over 2,550 structures comprising 530 State facilities statewide, many of which are required to meet Title 24, Building Standards Code. An analysis of statewide property inventory indicated that CAL FIRE ranks second in total number of structures among all General Fund State Agencies. Of these facilities, 63 percent were constructed prior to 1960, with 80 percent constructed prior to 1970. The average age of CAL FIRE's facilities exceeds 48 years. CAL FIRE Essential Services facilities are now operating year round and staffed 24 hours a day. Due to the increase in demand and use, CAL FIRE is experiencing infrastructure failure at a higher rate and modification of coverage and mission as directed by the Governor's office and Legislature.

This increase in workload has caused a need for a new CEA to financially oversee Departmental Sustainability, the Department's Road-map to compliance and inclusion of these practices into the Department's Capital Outlay Plan. The Department's Capital Outlay plan is generated from the input of construction management professionals, Licensed Professional Architects, Engineers, Consultants and capital outlay budget and funding analysts who provide long-term planning and budgeting, legislative funding proposals, and coordination of the fiscal management activities associated with all capital outlay improvement projects. The FSPM will be responsible for financially managing and assisting in the execution of an average of \$150 million budget, grant funding and State Sustainability Programs to meet the Department and State mission and goals.

Previously, the Department's Technical Services Unit has specified and designed the plans and structures for the Department needs but there is a lack of financial expertise in creative financial planning and packaging of the sustainability projects and capital outlay plan. This position will serve as Financial Officer for the Sustainability program while integrating its inclusion in the capital outlay plan and operations.

### 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 position is the Financial policymaker and key point of contact, both internally and externally, on all matters relating to sustainability programs and the inclusion in the Department's capital outlay plan.

Work with the Chief of Technical Services and 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.

Participate in developing new fiscal business practices, agreements with utility providers and establishing external grant funded projects. Assist the Chief of Technical Services and Deputy Director of Management Services in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective project and program delivery.

CAL FIRE Policy 3032 - The Ten-Year Plan; Work with the Chief of Technical Services and 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 Ten-Year infrastructure plan.

CAL FIRE Policy 3036 - Strategic Plan; Cooperatively work with the Department and cooperators to reduce the backlog of 35-70 year old capital improvements (buildings and telecommunications infrastructure) by establishing a strong fiscal plan to address and execute these objectives.

CAL FIRE Policy 3044 - Capital Outlay Budget Change Proposal; Cooperatively work with the Department to review all COBCP's submitted and determine an advanced level of financial analysis addressing funding programs, economies of scale, effective methods of project packaging and delivery methods to present to the Department, Natural Resources Agency, Department of General Services, Department of Finance and the Legislature.

CAL FIRE Policy 3046 - Capital Outlay Accounting; Establish financial procedures with the Capital Outlay Group, Department Accounting and Support Budget Office, Department of General Services and Department of Finance to improve standards of Financial reportability and accountability.

CAL FIRE Policy 3047 - Special Repairs Accounting; Establish financial procedures for Special Repairs and special funding (drought funding, deferred maintenance, etc.) with the Capital Outlay Group, Department Accounting Office and the Department of Finance to improve standards of Financial reportability and accountability.

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

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

The position independently influences, and provides advice, alternatives, and recommendations, related to sustainability and will regularly interact with the California Natural Resources Agency, Department of Finance, Department of General Services, Governmental Operations Agency, California Air Resources Board, and the Legislature related to these matters. The position has substantial authority for decisions affecting its program and Department operation. It develops and participates in key capital outlay management policy, allocates, administers, and assists in the execution of the capital outlay and support budget.

The sustainability program directs green technology and operations that affect waste generation, energy, water, fuel usage (natural gas, liquefied petroleum gas (LPG), gasoline, diesel fuel, aviation fuel), facility operation practices through a facility and building life cycle. This position establishes and coordinates new operational practices and procedures, researches methods and means for opportunities to make change to become a more environmentally operating and efficient Department.

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

Both, the position will analyze, modify existing or develop new policy. This position will submit these actions and policy through the Department approval process and then implement statewide Department policies relating to sustainability initiatives, particularly in the areas of greenhouse gas reductions, water conservation, LEED certification, zero-emission vehicles, and environmentally preferable purchasing and government transformation in the age of climate change. This includes, but is not limited to, research on sustainability and conservation technology, methods, and practices, and the development of executable pilot studies to ensure responsible and successful implementation given the Department's mission and operations.

The position will also work with Region management, Technical Services Unit, Sacramento programs, and the Directorate to develop policy and procedures in facility operations regarding usage and generation of water, wastewater, electricity, natural gas, propane, vehicle and aircraft fuel, and recyclable and compostable materials.