

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

2019-10-18

2. Department

California Governor's Office of Emergency Services (Cal OES)

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

Recovery/ Recovery Operations

4. CEA Position Title

Assistant Director, Interagency Recovery Coordination

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

In coordination with the Deputy Director for Recovery Operations, and the Assistant Director, Interagency Recovery Coordination assists in developing, implementing, and maintaining the program policies, guidelines, and program implementation, in support of legislation associated with State Disaster Recovery Programs.

6. Reports to: (Class Title/Level)

Deputy Director, Recovery Operations (Exempt Appointment)

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): Reports directly to a member of the Executive Management Team, adheres to the expectations set by Executive Management Team, and keeps Executive Management Team apprised of sensitive issues and policy direction.

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 CEA will serve as the Assistant Director (AD) for Interagency Recovery Coordination in the Recovery Directorate and the Acting Deputy Director as requested/needed. The AD will also serve as the State Disaster Recovery Coordinator (SDRC) in support of the State Disaster Recovery Framework. Specific duties for the CEA are as follows:

In the AD for Interagency Recovery Coordination capacity, the CEA will have the responsibility to:

- Represent the Agency at high-level, multi-agency meetings during both response and recovery phases and provide executive-level briefings and policy guidance as necessary
- Oversee and provide leadership and direction to the following: Interagency Recovery Officer (SSM III and 32 positions, plus multiple contracted staff), and Engineers and Specialists (various technical specialist positions)
- Serve as Senior State Official in any local jurisdiction within California during times of disaster—to coordinate on-scene recovery efforts
- Provide leadership, input, and guidance in the following policy areas related to disaster recovery: State Emergency Plan and Catastrophic Planning; Administrative Orders; Emergency Support Functions; After Action/Corrective Improvement Plans; Continuity of Government Operations; Emergency Management Training and Exercises; Disaster Reimbursement Coordination; and Risk and Hazard Mitigation
- Provide review and analysis of situation status reports, briefing documents, research papers, studies, etc.—pertaining to response and recovery efforts, and develop or modify appropriate policies that relate to immediate and long term recovery efforts

In the SDRC capacity, the CEA will:

- Lead policy discussions with all other Agency Assistant Secretaries/Undersecretaries—as needed, to ensure appropriate action on cross-cutting efforts and initiatives
- Provide leadership and policy direction related to recovery coordination to Cal OES, as well as other State Agencies and Department executives and subject matter experts to implement the Governor’s and Director’s priorities, as well as to ensure the integration of common goals and objectives meet the needs of local jurisdictions recovery priorities
- Facilitate and lead policy discussions among the multi-agency Unified Coordination Group (UCG) established for recovery operations
- Ensure accountability and responsiveness from department staff and program representatives/subject matter experts and coordinate any improvements or corrective action with internal and external executive staff to resolve issues and challenges that impede local recovery efforts
- Provide policy direction and guidance on utilization of disaster and steady-state funding that can be utilized for recovery operations
- Ensure appropriate information, status reports, and State priorities and objectives are elevated as appropriate
- The areas of focus for the proposed position also include, but are not limited to the following: Identify subject matter experts for both technical expertise and resources, in order to address unique and cross-cutting issues, and to coordinate on leveraging funding for resilience, mitigation, planning, recovery, etc.; and during steady-state operations, facilitate cross communication and coordination amongst all assigned emergency management staff within the department on critical planning and preparedness initiatives
- Current Camp Fire priority long-term recovery project support: Currently, the Town of Paradise has identified 36 priority projects to initiate the recovery efforts in their town that can be initiated utilizing both disaster and steady-state funding resources and technical assistance
- Current Butte County long-term recovery project support: Support the County of Butte and the unincorporated areas of Concow and Magalia through effective coordination and identification of both disaster-related and steady-state funding programs
- Current surrounding city long-term recovery project support: Support recovery and alleviate secondary impacts of the Camp Fire for the City of Chico, Oroville, Gridley, and Biggs through the effective coordination and identification of steady-state funding programs

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: Cal OES's mission is to protect lives and property, build capabilities, and support communities for a resilient California. Additionally, Cal OES's strategic plan contains the following goals:

Goal 1: Anticipate and enhance prevention and detection capabilities to protect our state from all hazards and threats
Goal 2: Strengthen California's ability to plan, prepare for, and provide resources to mitigate the impacts of disasters, emergencies, crimes, and terrorist events
Goal 3: Effectively respond to and recover from both human-caused and natural disasters
Goal 5: Develop a united and innovative workforce that is trained, experienced, knowledgeable, and ready to adapt and respond

Effective recovery operations use a phased approach to support the evacuation of communities, repopulation, short-term recovery, and long-term recovery. Recovery operations are conducted in three (3) overall phases, and the incumbent will be part of the leadership team that oversees all phases:

- Phase 1: Repopulating areas that were evacuated, emphasizing debris removal, buildable lots, and the restoration of water and utility services to the affected areas
- Phase 2: Provide support to individuals and communities that lost schools and homes, and setting conditions for housing recovery
- Phase 3: Provide support to long-term community recovery through supporting projects focused on housing, schools, economic, and infrastructure recovery

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.

With the significant disasters California has experienced in the past six years, the current existing recovery efforts for the Camp, Woolsey, and Hill fires, the Ridgecrest Earthquake, and the growing frequency and severity of those events, establishing dedicated leadership positions in Cal OES would provide consistent and effective guidance and direction to the many participating departments and ensure unified, coordinated, and responsive actions and engagement during all phases of emergency response and recovery.

Although many departments have dedicated emergency management staff that focus on the departmental emergency response and recovery activities, there is a need for executive coordination for cross-cutting activities that span multiple departments, such as water quality and water systems, debris removal, housing, infrastructure, transportation, natural and cultural resources, health and social services, etc. In 2009, the Emergency Support Functions (ESFs) were developed to better align the State entities with the federal agencies that respond during major disasters. In the 10 years since the implementation of the ESFs, this construct has provided the framework for state agency operations in disasters and is consistent with the California Recovery Support Functions (CA-RSF) structure for long-term recovery. However, there are unique characteristics of state agency roles and expectations that are much longer in nature and require a broad and diverse understanding of recovery programs, long-term recovery processes, and sustained interagency coordination.

The CA-RSFs are not only new, but the nature of their work is significantly different in a few key areas. Disasters in California and elsewhere are increasing in their frequency, complexity, magnitude, and duration. Recovery operations are lengthy, extremely complex, and often still ongoing when new disasters strike. The compounded effects of managing multiple simultaneous operations requires a strategic approach, leadership commitment, and creative application of talent and resources. As CA-RSFs reach the maturity level of ESFs, California will better understand how to institutionalize these important state functions, build additional capacity, and knowledge.

The information below provides a summary of the disaster responses in 2018:

- In total, the Governor proclaimed 16 State of Emergency Proclamations in 2018
- Of the proclaimed emergencies, the President issued 3 Major Disaster Declarations
- California also received 12 Fire Management Assistance Grants from the federal government for the mitigation, management, and control of fires on publicly or privately-owned forests and grasslands
- Last year's fires in California resulted in 126 lives lost, 1 million acres burned, and 23,000 structures destroyed
- Numerous agency personnel deploy to the State Operations Center (SOC)—which was activated for over 100 days, to staff critical roles during the response phase

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.

State Emergency Plan and Catastrophic Planning: The State of California Emergency Plan (SEP) describes how response to natural or human-caused emergencies occurs in California. The plan is a requirement of the California Emergency Services Act (ESA), and describes methods for conducting emergency operations, the process for rendering mutual aid, emergency services of government agencies, how resources are mobilized, how the public is informed, and how continuity of government is maintained during emergency. The incumbent will need to participate in all SEP and Catastrophic Annex planning efforts to ensure that Recovery and long-term issues are addressed in advance, and any necessary policies are created and informed by long-term recovery needs. Further, the Governor's office shall prepare plans and programs to mitigate the effects of an emergency. The SEP conforms to California's Standardized Emergency Management System (SEMS), a requirement of Government Code §8607, the National Incident Management System (NIMS), a requirement of Presidential Policy Directive 8, and is compatible with federal emergency planning concepts such as the National Response Framework (NRF) and the California Catastrophic Concept of Operations (CONOPS) developed jointly with the Federal Emergency Management Agency (FEMA).

The California Disaster Recovery Framework (CDRF) and statewide Annex: Modeled after the National Disaster Recovery Framework, the CDRF guides federal, state, local, private and voluntary/nonprofit entities in effectively supporting disaster-impacted jurisdictions to address gaps and rebuild resiliently. The purpose of CDRF is to identify long term recovery solutions and leverage resources after disasters to address the unmet needs of impacted jurisdictions through whole-community engagement. Using a multiagency partnership approach and through effective policy implementation, the CDRF addresses the needs and interests of the stakeholders within the community. Stakeholders can include but aren't limited to business and home owners, families, children, seniors and individuals with access and functional needs. The incumbent will ensure that all levels of government and the non-governmental sectors works collaboratively with traditional Stafford Act programs and steady programs to align resources for long term recovery outcomes. As mentioned in questions 20 and 23, the incumbent will have the lead role in the implementation and maintenance of the Framework and annexes.

Disaster Closeout: The California Disaster Assistance Act (CDAA) authorizes the Director of the Cal OES to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments as a result of a disaster event. The CEA will establish policy and direct the operation of a unified disaster recovery planning system to support the ongoing assessment and analysis of disaster recovery resource and operational requirements. Additionally, the CEA will assist in establishing policies and procedures to direct the development and maintenance of systems for processing and monitoring federal and state public assistance disaster claims and negotiates reimbursement payment eligibility.

Administrative Orders (AOs): Administrative Orders (AO) have a long history, which began in 1953. AOs are agreements between Cal OES and other state agencies and/or departments that have a preparedness, response, and recovery or mitigation capability in a disaster. The latest iteration of AOs was developed as a result of Executive Order W-9-91. Each state agency and department develops its own AO, which becomes effective when it is signed by the Cal OES Director and the agency secretary and/or department director. The AOs may delegate authority and assign responsibilities to divisions, bureaus, field offices or other components of the agency and/or department. AO's establish the detailed activities for each department as they relate to their role in the preparation and implementation of the California Emergency Plan which is the blueprint for the State's disaster response and also support the CDRF for long-term recovery efforts. The incumbent will have a significant role in ensuring that the AOs signed by each State Agency and Department adequately address the needs for short and long-term recovery after a disaster.

Emergency Support Functions (ESFs): The incumbent will work with the Emergency Support Functions as they are aligned with the RSFs. Simply put, ESF's guide the federal and State response efforts for a major or catastrophic disaster, and the RSF's similarly guide the much longer federal and State recovery efforts following a major or catastrophic disaster. These two sets of annexes must be aligned as the hand-off/transition from response to recovery overlaps and must be seamless.

After Action/Corrective Improvement Plans: This position will be responsible for ensuring corrective actions are taken to address any after action findings that impact training, this includes all Recovery program areas, as defined in the Standardized Emergency Management System (SEMS) Regulation Section 2450 (a) SEMS Regulations California Code of Regulations, Title 19, § 2450. The after action report shall, at a minimum: Be a review of response actions taken; Application of SEMS; Suggested modifications to SEMS; Necessary modifications to plans and procedures; Identified training needs; and, Recovery activities to date.

Disaster Reimbursement Coordination: The CEA will be responsible for researching and monitoring reports, audits, and deobligations from Federal Emergency Management Agency (FEMA) to identify areas of improvement, training, and establish policy or procedure modifications to ensure Cal OES properly administers billions in grant and reimbursement funds for disasters.

C. ROLE IN POLICY INFLUENCE (continued)

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

Reports directly to the Deputy Director, serves as an Assistant Director, and will hold the position of State Disaster Recovery Coordinator. In both of these roles, there is continual delegated decision-making, and the incumbent must be able to exercise discretion on sensitive issues, keep apprised of the expectations from Cal OES Executives, maintain alignment with the Governor's Office priorities, and make sound, timely, and accurate decisions.

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

This position will be developing, modifying, and implementing new policies, both at the State and Federal level. The FEMA continues to modify its programs and adapt to the increase in severity of disasters, which requires new and better ways of delivering services and funding, and as such, so must California. We have seen climate change impact all of our local communities and we must continue to evaluate our policies, programs, and delivery methods to meet growing needs. Through the careful examination, needs assessments, and impact analysis that are conducted for each event, the incumbent will lead efforts that ensure California's policies are effective, efficient, and meet recovery needs. The policy areas are listed in question 26.