

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

2018-08-01

2. Department

Governor's Office of Emergency Services (Cal OES)

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

Fire Administration/ Response and Recovery Operations

4. CEA Position Title

CEA (A) Deputy Chief, Fire Administration

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

The position manages and supports the Fire Administration Division. The incumbent will be responsible for developing and implementing the policies and procedures used by Cal OES for emergency response to ensure consistent responses to fire hazards. The responsibilities also includes, the administration and management of the State Fire and Rescue Mutual Aid System, the administrative development and day-to-day operations, and long-term business practices of the branch.

6. Reports to: (Class Title/Level)

Chief, Fire and Rescue Branch

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 CEA will be a key subject matter expert to identify program and policy needs to the Chief, Fire and Rescue Branch.

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 will identify the Fire and Rescue program and policy needs as well as propose recommendations to the Chief, Fire and Rescue Branch. The CEA will administer numerous Cooperative Agreements between the United States Department of Agriculture Forest Service, California Department of Forestry, United States National Park Service, United States Bureau of Land Management, United States Fish and Wildlife Service and the United States Bureau of Indian Affairs, the Nevada Division of Forestry, Emergency Management Assistance Compact member states and California Governor's Office of Emergency Services (Cal OES) programs to ensure coordination of resources. Analyze existing policies for consistency and relevance and makes recommendations for updates to Executive.

Creates new policies based on new laws and regulations to ensure the Director's priorities are addressed, including climate considerations, fire agency impacts, and local government concerns. Ensures that policy analyses and agreements are completed on time and reflect current operational and policy requirements. Negotiates with these agencies on issues which are or could be controversial or politically sensitive for resolution, including dissemination of information to agencies for cost recovery. Serves as Principal State Advisor to Federal Emergency Management Agency on Fire Management Assistance Grants. Maintains agreements with other local and state agencies and is the point of contact for changes and updates. Incumbent is responsible for all records, agreements, and bulletins associated with the Cal OES Engine and Equipment Assignments and the Safe ACT. Manage multi-governmental fire service agreements, Memorandums of Understanding, and contract management among local, state, and federal entities, as well as private sector fire companies.

Incumbent is responsible for managing the fiscal activities of the Fire and Rescue Branch, including planning, budget management, and all other administrative aspects of the fiscal process. The position will ensure there is consistency and accuracy in the budget process as well as develop Branch Budget Change Proposals by working with agency Budget personnel. Initiate reports and projects to improve efficiency and effectiveness of the branch. Responsible for the management of grants, federal, and special funds. Develops, monitors, and reports on strategic objectives.

The incumbent will serve as Branch Liaison or representative to boards, committees, task forces, working groups and others concerned with Fire and Rescue Mutual Aid. Prepares training programs and presentations for the public, private sector, state, and federal agencies on cooperative agreements, fire and rescue techniques and methods, National Incident Management System, State Emergency Management System or other areas of expertise.

The position will supervise the Fire and Rescue, Fire Administrative Branch. Duties include, but are not limited to organizing, planning, directing, reviewing and approving all staff activities and projects; including time location, task assignments, travel, and training. Provides technical support to staff and reviews completed work. Evaluates performance and completes appropriate personnel paperwork. Supervises the development of policy, procedures, plans for the Fire and Rescue Mutual Aid System, fleet management, reimbursement, and other administrative tasks.

The position will also be responsible for leading the Emergency Operation Centers during activations requiring the use of Cal OES/Mutual Aid Resources. The incumbent will supervise the Cal OES Emergency Operations Center during the mobilization, organization, and operations of fire and rescue resources within the state during emergencies and disasters. This position will oversee training for staff, as well as provide critical input for statewide emergency management training curriculum to ensure effective emergency operations at the state and local levels, as well as the effective integration of our federal counterparts.

The incumbent will use their knowledge of mutual aid, all-risk and fire incidents, and emergency operations to select and assign appropriate resources. Coordinates the mobilization of Cal OES/Mutual Aid resources. Develops statewide resource status and allocation strategies. Formulates reports to the State Operations Center Director and Planning/Intel Section. Maintains information flow to field staff and other agencies on statewide mobilization and use of assets. During out of state or international assignments, the position will coordinate with Geographic Area Coordination Centers, Disaster Field Offices, the Federal Emergency Management Agency, Regional Operations Center, the National Coordination Center, and other support organizations.

**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' mission is to protect lives and property, build capabilities, and support our communities for a resilient California. We achieve our mission by serving the public through effective collaboration in preparing for, protecting against, responding to, recovering from, and mitigating the impacts of all hazards and threats.

The position meets the department's and program's public safety mission by developing and implementing the policies and procedures used by Cal OES for emergency response to ensure consistent responses to fire hazards. The Deputy Chief will play a key role in the development, interpretation, review, and implementation of policies regarding emergency management/response.

This includes responsibility for the administration and management of the State Fire and Rescue Mutual Aid System, the administrative development and day-to-day operations, and long-term business practices of the branch. The position has direct oversight and management of inter-agency agreements, grants, and reimbursement process after operations and disasters. Additionally, this position will ensure effective operations overarching Cal OES activities, including, but not limited to; planning, exercises, budget administration issues, personnel issues, and agency developmental training programs.

Additionally, this position will implement effective program objectives in support of our agency goals, as well as establish and implement effective performance measures.

## **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.

As a national leader in emergency management in the United States, the Cal OES has grown in the response program and necessitates a need for a new CEA position.

With over 38 million residents (12 percent of the population), the State of California is the most populous state in the nation and has the third largest land area among the states (163,695 square miles). California is culturally, ethnically, economically, ecologically, and politically diverse, and maintains the eighth largest economy in the world with 13 percent of the United States gross domestic product. California also faces numerous risks and threats to our people, property, economy, environment, and is prone to earthquakes, floods, significant wildfires, prolonged drought impacts, climate change, public health emergencies, cybersecurity attacks, agricultural, and animal disasters, as well threats to homeland security. Cal OES takes a proactive approach to addressing these risks, threats, and vulnerabilities which form the basis of our mission and has been tested through real events, as well as comprehensive exercises which help us maintain our state of readiness and plan for and mitigate impacts. Today, Cal OES performs its broader mission by administering numerous programs which support our stakeholders, protect our communities, and help create a resilient California.

Since the Agency wide reorganization of Cal OES in 2013 a number of new and complex functions and capabilities have been subsumed under the Response Directorate including the Fire and Rescue Branch. The result of aligning these critical response functions ensured more timely and robust responses to disaster events requiring close coordination efforts, but exceeded the Assistant Director's span of control.

The Governor's Office of Emergency Services is proposing the revision of an existing CEA with major changes. The current CEA (Chief, External and Legislative Affairs) focused on OES External and Legislative Affairs, where the duties of this proposed CEA will focus on the Fire and Rescue program specific needs.

The previous role of the Chief, External and Legislative Affairs was to plan, manage, and direct the work of the in the External and Legislative Affairs Office. The position served as the principle policy advisor and technical expert on public information and legislative issues to the Cal OES Director. The duties included, presenting Cal OES legislative proposals and former testimony at committee meetings and act as an expert witness at legislative hearings. The Chief also worked on proposed legislations affecting various programs within Cal OES, working as a liaison between Cal OES and public organizations and interest groups. Additionally, the Chief is responsible for Cal OES contact with new media by communicating policies and activities to the public and manages the State's Emergency Public Information System. The duties of the Chief, External and Legislative Affairs are now handled by an exempt position. The CEA position was filled with an exempt employee leaving the CEA position available to use in the department.

The new CEA A will work to identify program and policy needs and propose recommendations to the Chief, Fire and Rescue Branch. The Deputy Chief will analyze existing policies for consistency and relevance and makes recommendations for updates to Executive. The CEA will formulate and provide pre-policy decision input program related policies, creating new policies based on new laws and regulations to ensure the Director's priorities are addressed, including climate considerations, fire agency impacts, and local government concerns. The proposed change of duties is to provide guidance to staff and have direct decision-making responsibilities on the development and implementation Fire Administration policies.

The nature of work performed by the department is of such high consequence to the State of California that the Fire Administration Section is constantly evolving to best suit the needs of the State of California. It is growing exponentially and disasters are becoming more complex for pre-positioning and response activities. The department is requesting to move the current CEA A to oversee continued growth and to help maintain the success of the state in swifter response to disasters by following policies and procedures with tighter span of control. Surge capacity in a disaster can quickly result in activation and oversight of hundreds of additional employees within the State Operations Center.

### **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 A position will be developing and implementing new policies, as well as interpreting existing policies. These include:

The Deputy Chief will play a key role in the development, interpretation, review, and implementation of policies regarding emergency management/response within the assigned Agency. This includes responsibility for the administration and management of the State Fire and Rescue Mutual Aid System, the administrative development and day-to-day operations, and long-term business practices of the branch.

Create new policies based on new laws and regulations to ensure the Director's priorities are addressed, including climate considerations, fire agency impacts, and local government concerns. Ensures that policy analyses and agreements are completed on time and reflect current operational and policy requirements.

The CEA will administer numerous Cooperative Agreements between the United States Department of Agriculture Forest Service, California Department of Forestry, United States National Park Service, United States Bureau of Land Management, United States Fish and Wildlife Service and the United States Bureau of Indian Affairs, the Nevada Division of Forestry, Emergency Management Assistance Compact member states and Cal OES programs to ensure coordination of resources. Analyze existing policies for consistency and relevance and makes recommendations for updates to Executive.

Serve as Principal State Advisor to Federal Emergency Management Agency on Fire Management Assistance Grants. The incumbent will maintain agreements with other agencies and is the point of contact for changes and updates. Incumbent will be responsible for all records, agreements, policies, and bulletins associated with the Cal OES Engine and Equipment Assignments and the Safe ACT.

The incumbent will supervise the Cal OES Emergency Operations Center during the mobilization, organization, and operations of fire and rescue resources within the state during emergencies and disasters. The incumbent will develop, modify, and implement public safety and emergency management policies and procedures based on analysis of after action reports, trend analysis data, national best practices in support of multi-agency response operations.

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

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

As assigned, manage critical, sensitive, timely and/or confidential projects and tasks requested by the Director, Chief Deputy Director, Assistant Director, Response, or Chief (Fire and Rescue). During disaster the incumbent will makes critical and expeditious decisions to protect life and property, and mitigate disaster damage and impacts. A delay in response could result in the loss of life and property within the State of California. The incumbent will also be responsible for developing and implementing policies and procedures. If the incumbent fails to successfully meet deadlines, administer programs, or provide services, the impact could be felt throughout the State of California.

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

The CEA A will be responsible for developing and implementing the policies and procedures used by Cal OES for emergency response to ensure consistent responses to fire hazards. The Deputy Chief plays a key role in the development, interpretation, review and implementation of policies regarding emergency management/response within the assigned Agency. The CEA will anticipate and influence departmental policies and programs by representing the needs and issues of the Fire and Rescue Branch and will ensure district compliance of policy through training, directives, and implementation. This includes responsibility for the administration and management of the State Fire and Rescue Mutual Aid System, the administrative development and day-to-day operations and long-term business practices of the branch.