

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

10/1/2023

2. Department

California Conservation Corps

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

Executive

4. CEA Position Title

Statewide Special Programs Deputy Director

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

This position requires the incumbent to become familiarized with the CCCs traditional program offerings, emergency response, and nuances programs of funding, to effectively manage specialized programs, and to work collaboratively with other CCC managers and external stakeholders to be responsible stewards of state funds and to continue offering diverse training and work experience to California's young adults.

6. Reports to: (Class Title/Level)

Senior (Chief) Deputy Director

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.

Under the general direction of the Senior (Chief) Deputy Director, the special programs Deputy Director provides planning, direction, equitable and efficient management of the department's Statewide Emergency Response System, and other specialized programs that include the Watershed Stewards Program, Backcountry Trails Camp Program, Statewide Trails, Bonds & Grants Program, and Local Corps Certification Program. The incumbent represents the department and the director in various forums and with numerous outside agencies. As such, it is critical that the incumbent maintain a high level of professionalism at all times and be able to analyze situations and take effective, independent action under extreme pressure and/or during emergency situations. In addition, the incumbent must be willing to work for extended periods, occasionally in primitive facilities and/or isolated communities and be willing to work odd and irregular hours. This position requires travel throughout the state due to the various locations of program bases and project locations.

Represents the CCC on various committees and work groups related to statewide emergency management, bond funding and other specialized programs. Collaborates with other agencies to ensure they know what resources the CCC has available and how we can assist with various types of emergencies and resource work. Maintain strong partnerships with CCC field locations to ensure accurate and timely sharing of information and consistency of message in dealing with outside organizations. Meets with and communicates regularly with directors, high-level managers, and CEAs at partnering agencies and serves on inter-agency committees and teams on behalf of the department. Represent the Director and/or Senior Deputy at conferences, meetings, coordinating with other managers and administrators and representatives of other state and federal agencies to promote effective implementation of the department's goals and objectives. Promote and represent the CCC in the community through regular, ongoing outreach activities with the media, elected officials, other governmental entities (federal, state and local) and community organizations. Ensure that all state and department policies and procedures are followed regarding these contacts. Keep the Senior Deputy informed regarding outreach activities. Develops partnership and funding opportunities with other organizations. Represents the CCC with other statewide organizations and networks and attends meetings on behalf of the CCC.

Assist in the formulation of, and make recommendations regarding, department and center goals, performance measures, policies and procedures. When assigned, serve on policy development working groups and committees. Ensure that all center staff and Corpsmembers comply with state and department policies and procedures. Keep the Senior Deputy and Director informed about recommended policy changes, improvements, and violations. Maintains CCC management policies and standard operating procedures and ensures their implementation and maintenance throughout specialized program operations.

Identify needs of the various program under their purview, find inefficiencies, make change recommendations, and work towards program improvements. Assist in the formulation of and make recommendations regarding resource allocations throughout specialized and Statewide programs. Researches, evaluates, and monitors department's various specialized and Statewide programs operations to recommend best course of action and to ensure consistency, quality, effectiveness and alignment with the department's mission, strategic plan goals and performance measures.

Maintains a budget of \$50-\$76 Million depending on the fiscal year.

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 CCC is a state agency that puts together young people and the environment to the benefit of both. CMs are young adults between the ages of 18-25 that sign up for a year of working outdoors to improve California's natural resources while continuing their education and obtaining work skills by assisting in multiple programs such as trail development and maintenance, emergency response, fire fighting, pesticide management, energy conservation, etc. The CCC is modeled after the Civilian Conservation Corps of the 1930's, and is the oldest and largest conservation corps now in operation. Created by then Governor Jerry Brown in 1976, more than 150,000 young people have been a part of the CCC since that time.

The CCCs Mission Statement is, "To protect and enhance California's natural resources and communities while empowering and developing young adults through hard work and education." The Special Programs Deputy Director, with nearly 35% of the department's budget to oversee, plays an extraordinarily critical role in carrying out the overall mission of the CCC.

Corpsmembers come into the CCC wanting to improve themselves, and make a difference to the environment and the people of California, understanding they will work harder than they ever have before on emergency response assignments, greenhouse gas reduction, fuels reduction fire fighting programs, wildlife management and mitigation programs, all while continuing their education and building their knowledge to become more productive citizens and environmental stewards. The Special Programs Deputy Director plays a pivotal role in ensuring that Corpsmembers receive the best program the CCC has to offer so that when they exit the CCC they have a secure pathway forward in life.

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.

Currently, the Special Programs Division is overseen by a Staff Services Manager 3. At the SSM 3 level the incumbent took over the administration of Statewide Programs which included the Watershed Stewards and Backcountry Programs (combined \$4.5 million budget). Then within the past 12 months the division took over the administration of the Local Corps Certification Program (\$5 million budget; previously administered by the Corpsmember Development Unit); in July 2023 new legislation was passed that is tied to enhancing the safety of our emergency response programs, specifically tracking and maintenance of PPE for wildland firefighting and prevention activities; and additional funding for Forestry Corps (a total of \$10 million). In January 2024 the legislature approved an additional \$1.5 million to fund the Ocean Corps, which will also be developed and administered under the direction of the Special Programs Deputy Director. Also in January 2024, the CCC was awarded a Bureau of Land Management (BLM) grant for \$4.2 million to be administered over 5 years.

The additional complexity of this permanent workload, level of independent oversight of programs that are critical to infrastructure, complex budgetary responsibility, including the associated audits and legislative mandates tied to reporting requirements for these special funds, the risk to the department is increased significantly. Other CEAs in the CCC do not have the same program and special funding complexities. The SSM 3 level is no longer appropriate nor equitable.

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.

Statewide Programs includes Emergency Response, Watershed Stewards, and Backcountry Programs; Local Corps Certification Program (\$5 million budget) -- each of these statewide programs has associated policies (program administration) and procedures (budget, reporting, auditing, etc.) with significant statewide impacts. The whole of the CCC participates in the special programs administered by the Special Programs Division -- the Special Programs Deputy Director is the principal policy maker for all associated policies and procedures and must ensure they are developed, maintained, and updated as needed (most updates are tied to legislative mandates or shifts in program delivery).

In July 2023 new legislation was passed tied to enhancing the safety of our emergency response programs, specifically the tracking and maintenance of PPE for wildland firefighting and prevention activities -- under the direction of the Special Programs Deputy Director a new policy and procedure will be developed in conjunction with the Health & Safety Officer; and additional funding for Forestry Corps (a total of \$10 million) was awarded to the CCC to oversee and administer. In January 2024 the legislature approved an additional \$1.5 million to fund the NEW Ocean Corps, which will also be developed and administered under the direction of the Special Programs Deputy Director. Also in January 2024, the CCC was awarded a NEW Bureau of Land Management (BLM) grant (this is on top of several existing grants that are administered by the CCC) for \$4.2 million to be administered over 5 years.

The Special Programs Deputy Director has principal policy making responsibility for all program indicated above.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Special Programs Deputy Director is responsible for ensuring that decisions are made and programs are administered in accordance with all departmental, State and Federal laws, rules, and regulations. This position is responsible, along with the entirety of the CCC Executive Team, for decisions regarding policy development, implementation, and oversight of all aspects of the CCC program in order to provide Corpsmembers with the best program experience and benefit to the state of California.

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

The CEA position will be developing and implementing new policy tied to special funding for NEW programs (Forestry Corps expansion, Ocean Corps, and newly awarded grants); as well as interpreting, updating, and implementing existing policy (Emergency Response, Local Corps Certification, Forestry Corps, bonds & grants, etc.). The incumbent will work directly with the program partners and program managers to ensure that current policies are updated as needed and NEW policies are developed in accordance with the program and funding requirements.