

CEA ACTION PROPOSAL

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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

03/16/2020

2. Department

California Correctional Health Care Services (CCHCS)

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

Human Resources (HR)

4. CEA Position Title

Assistant Deputy Director, Personnel Administration and Support Solutions

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

The Assistant Deputy Director, Personnel Administration and Support Solutions has full responsibility for developing policies and has decision making authority in executing Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services strategies in support of the overall mission, objectives, organizational plan, and strategic direction of the organization. The Assistant Deputy Director, Personnel Administration and Support Solutions oversees the management, policies, practices, and operations in these program areas for the organization and provides strategic support to, and partnership with, the Deputy Director, HR and Executive Management team while ensuring adherence and compliance with the State of California's civil service rules and regulations.

6. Reports to: (Class Title/Level)

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):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

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B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the direction of the Deputy Director, HR, the Assistant Deputy Director, Personnel Administration and Support Solutions has full responsibility for developing policies and decision-making authority in executing the CCHCS HR strategy in support of the overall mission, objectives, organizational plan, and strategic direction of the organization in the areas of Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services within HR.

The Assistant Deputy Director, Personnel Administration and Support Solutions provides and directs the uniform implementation of departmental policies and procedures impacting HR operations in the areas of Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services; works closely with key CCHCS and Department of Corrections and Rehabilitation staff, and control agencies to expeditiously and effectively identify, select, secure, and retain appropriate staffing levels within the Health Care Delivery System in order to provide adequate delivery of care; serves as key advisor and facilitator to Health Care management and staff regarding HR related issues.

The Assistant Deputy Director, Personnel Administration and Support Solutions plans, organizes, and directs the HR functions as they relate to the delivery of health care; ensures legal compliance, policy development, implementation, and sound management of HR; provides direct oversight to Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services.

The Assistant Deputy Director, Personnel Administration and Support Solutions ensures that court orders, decisions, and directives of the department are effectively carried out by establishing and implementing new policies and procedures, and providing technical direction to the CCHCS HR staff statewide; effectively recommends broad-reaching systemic change that results in sustainable solutions which overcome practical and legal barriers impeding efficient and responsive personnel management necessary for the delivery of quality health care.

The Assistant Deputy Director, Personnel Administration and Support Solutions develops and implements a HR training and monitoring program to ensure HR staff are consistently equipped with the knowledge and abilities to ensure expeditious hiring and provide excellent customer services in the area of Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services. As required, serves in an acting capacity in the Deputy Director's absence.

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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: CCHCS and California Department of Corrections and Rehabilitation's mission statement states, " To facilitate the successful reintegration of the individuals in our care to their communities equipped with the tools to be drug free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in safe and humane environment."

The Assistant Deputy Director, Personnel Administration and Support Solutions will contribute to the strategic plan in supporting the mission by fostering a culture that emphasizes and enhances the appointments of the most qualified candidates in a timely manner while adhering to all the State and federal rules, regulations, government codes, labor laws, etc. The CEA will have frequent contact with the CCHCS executive management team and will be responsible for HR policies in the areas of Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services, and assist the Deputy Director, HR, in the formulation, implementation, evaluation, and monitoring of personnel programs related to the Departments' mission, and strategic goals.

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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.

The existing concept was developed in March 2007. Since then, the scope of work has evolved and expanded drastically. The initial concept was limited to policies that only impacted recruitment and retention and hiring at the northern and southern regions. Currently the position is responsible for all policy decisions in the areas of Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services.

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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 Assistant Deputy Director, Personnel Administration and Support Solutions will be responsible for the development, recommendation, and implementation of policy relative to the Department's personnel management programs. The incumbent will advise the department directorate and program managers on the formulation and evaluation of the policy matters for the following HR program areas: Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services. The policy decisions made by the incumbent will directly impact all levels of staff within the specified HR program and the Department.

The Assistant Deputy Director, Personnel Administration and Support Solutions will be responsible for evaluating, advising, and providing assistance to the Deputy Director, HR and the Executive Office on establishing and attaining CCHCS goals and objectives developed to meet the Department's mission and vision, recommending modification of current policies for consistency with CCHCS programs and policies; revise policies to assist the Department with streamlining the recruitment processes; define and refine the mission of the HR Office and formulate long range and annual goals in accordance with the Department's strategic plan; develop, implement, and monitor performance of the HR Office for the respective program areas to ensure success of mandated functions; develop a Classification and Pay and Transactions and Benefits policies and guidelines to assist hiring managers in their recruitment efforts in a timely manner; develop a strategic approach to recruitment to recruit the best employees, fundamental to the success of the Department in delivering its mission.

In addition, the Assistant Deputy Director, Personnel Administration and Support Solutions will assist in the development of HR information systems, modernization, and automation in the areas of Classification and Pay, Benefits and Transactions, Consolidation Support, and Projects and Reporting Solution Services in order to enhance HR productivity and keep up with the technological advances in the field of HR. In consultation with the Information Technology team, the Assistant Deputy Director, Personnel Administration and Support Solutions will provide high-level direction and oversight to create, implement, and maintain HR information systems and tools to record and track HR information, create and maintain HR forms and documents, and automate and integrate HR programs and services in the areas of Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services.

CEA ACTION PROPOSAL**C. ROLE IN POLICY INFLUENCE (continued)****13. What is the CEA position's scope and nature of decision-making authority?**

The position has full decision making authority in the following program areas: Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services.

The Assistant Deputy Director, Personnel Administration and Support Solutions will be responsible for making independent, strategic, key HR management decisions that impact the Department statewide in delivering and improving critical services, and in resolving issues related to Classification and Pay, Consolidation Support, Transactions and Benefits, and Projects and Reporting Solution Services.

HR responsibilities have expanded and have gained higher visibility under the umbrella of Classification and Pay, Transactions and Benefits. The Assistant Deputy Director, Personnel Administration and Support Solutions will have a collaborative and consultative role as an advisor to the executive management team and will decisively render advice and sound recommendations to develop action plans for aligning the programs' goals with resources and civil service rules, and address organizational, operational, staffing, resources, and other HR related needs. The Assistant Deputy Director, Personnel Administration and Support Solutions will make independent decisions related to hiring strategies and implementing programs to streamline the hiring practices.

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

The Assistant Deputy Director, Personnel Administration and Support Solutions will be responsible for both assisting with the development, interpretation, and implementation of new HR policies, as well as revising, interpreting, and implementing existing policies based on the current State HR trends.