

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

6/19/2020

2. Department

California Commission on the Status of Women and Girls

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

Administration, Grants and Programs Branch

4. CEA Position Title

Deputy Director of Administration, Grants, and Programs

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

Under the general direction of the Executive Director of the Commission on the Status of Women and Girls (CCSWG), the Deputy Director of Administration Grants, and Fiscal Operations (DD) is responsible for the administrative operations supporting the Commission's overall mission. The DD develops policy, manages, and provides direction and oversight for key administrative services within the Commission. The DD ensures the development of strategic goals and objectives for the Administration & Fiscal Management, and develops, recommends, and implements policy related to budgets, grants management, accounting, human resources, business services, facilities, contracts, procurement, and information technology matters, and participates as a member of the CCSWG Executive Leadership Team.

6. Reports to: (Class Title/Level)

Executive 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.

This position is responsible for implementing and overseeing policies, rules and guidelines for administrative services within the CCSWG, and existing and new CCSWG grant programs, including grants related to the new Students Right to Access program authorized under Chapter 740, Statutes of 2019 (SB 24) and future programs related to the mission of the CCSWG. This position has broad decision making authority for all programs under the CCSWG and is responsible for ensuring program policies are in alignment with governing statutes and administrative rules, and consistent with the mission of the CCSWG. This position oversees the work of professional staff assigned to administer the CCSWG programs, grants, budgets and operations.

Duties and Responsibilities include, but are not limited to:

Policy and Program Development and Oversight

Develops, recommends, and implements policy related to budgets, accounting, human resources, business services, facilities, contracts, procurement, and information technology by acting as the CCSWG's operational policy advisor to the Executive Director in order to provide direction and oversight for key programs and administrative services within the CCSWG to ensure the development of strategic goals and objectives for the CCSWG's programs and operations

Fiscal Management, Grants and Budgeting

Acts as the principle policy maker and provides recommendations to the ED with regard to CCSWG's financial matters, including forecasting, fund management, adherence to administrative spending limits, Fi\$Cal management, cost allocation distribution and methodologies for both accounting and budgeting, and resolution of financial audits by engaging with Department of General Services in order to ensure the CCSWG's fiscal solvency and compliance with the State's administrative rules, and budget and accounting practices.

Commission Operations and Human Resources

Assists the ED in formulating short and long range goals for the CCSWG, identifies barriers and opportunities for improved efficiency through program evaluation, data gathering and analysis, and cost benefits analysis, recommends changes to laws, policies, or procedures as necessary, participates in the identification of sensitive issues, advises and makes recommendations on proposals, formulates policies and strategies, and serves as the liaison between the CCSWG and the Board of Commissioners in order to advise the ED and other executive leaders on policy, and administrative and operational matters to ensure the CCSWG's objectives are met.

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: This CEA request is seeking approval of a Career Executive Assignment position that was authorized by the Legislature, under Chapter 740, Statutes of 2019 (SB 24) and the Budget Act for FY 2020-21. The funding for this position is provided by grant funds authorized under SB 24 and is critical to the California Commission on the Status of Women and Girls (Commission) carrying out the mandates outlined in SB 24 and other legislative mandates inherent in the Commission's overall mission. Specifically, SB 24 requires the Commission to administer \$10.2 million in statewide Grant funds for SB 24 (Leyva et. al) to assist public university student health centers to offer abortion by medication; established the College Student Health Center Sexual and Reproductive Health Preparation Fund. SB 24 also provides a continuous appropriation to the Commission on the Status of Women and Girls (Commission), including \$400,000 to the University of California (UC) and California State University (CSU) and \$200,000 to each student health center (SHC). In addition to the CEA authorized by SB 24, three other positions have been authorized to carryout this mandate, an SSM II, an SSM I, and another SSM I who will all report to the C.E.A. The CEA will be responsible for setting new administrative, grants management and program policy for the Commission, as well as administrative oversight of human resources, and Board functions for the Commission. The CEA will also be responsible for setting the internal business and operations policies for the Commission.

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.

Implementation of SB 24 requires grant fund oversight of \$10.2 Million and the development and establishment of new grant and fiscal policy, program and communications oversight, and operational administrative functions to ensure strict adherence to grant guidelines from both private and public grant fund sources. These functions and roles do not currently exist within the CCSWG. The example is that the new CEA would be responsible for this role.

This SB 24 funding includes budget authority and 4.0 positions for the CCSWG to strategically manage over the next five years. However, once program provisions of the College student health center preparation fund are successfully implemented by 2023, ongoing CCSWG support is necessary. As the administrator and policy creator for the grants administration and fundraising role at the CCSWG, the CEA will be responsible for securing additional funding to support the CCSWG the ongoing work of the Commission. The Commission also has 2.1 positions allocated under the Women and Girls fund, a fund that is designated for fundraising by the CCSWG. These positions are earmarked for special grant funded women and girls programs. However, there are currently no grants to funds these positions.

Additionally, oversight is needed for the hundreds of thousands dollars for the California State University to provide 24-hour support and equipment purchase and maintenance for their Student Health Centers. The bill allocates \$200,000 to each UC and CSU system, totaling over \$4 Million.

The CCSWG must also put internal policies and procedures in place to ensure that its Board and the Sexual Assault Committee are in compliance with the Bagley-Keene Act. The CCSWG conducts several meetings with its Board and the statewide Sexual Assault Committee. While the CCSWG has staff to provide technical assistance for these meetings, no position currently serves a role to establish administrative policy and oversight for these deliberative bodies and their respective responsibilities.

With the addition of the SB 24 grant funds CCSWG also has need for general and specific operational policy and oversight of all the CCSWGs programs and functions. Some of the current programs at the CCSWG include the Pay Equity program; the Sexual Assault Committee; and a new Diversity, Equity and Inclusion program. High level oversight for policy governing these programs is necessary to ensure alignment to the CCSWGs overall mandate and consistency in delivery and audience. For example, the Communications manager for the CCSWG needs established policy for how to communicate between programs and to separate the roles and functions for each program as would be required by each of the grant funds contributing to those programs.

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.

SB 24 Grant Funding Policy and Oversight

The CEA will be responsible for developing new reporting and fiscal guidelines for the statewide College Student Health Center Preparation Fund. The fund will sub-grant money to the UC and CSU systems. The CEA will be the administrator of the fund and will work with Department of Finance and the Department of General Services to set new policy and develop the fiscal and reporting guidelines. The CEA will also work with internal CCSWG staff to write procedure and reporting structure for the 34 campuses in the CSUS and UC systems. The authorizing legislation requires the provision of ongoing and timely reports to the California Legislature and the grant funders require similar reporting as a condition of funding. The CEA would be responsible for establishing and maintaining these policies

The New Grants, Fundraising and Donations Policy and Oversight

The CEA will also be responsible for identifying new sources of grant funding and developing policy for the administration of those grant funds to support the CCSWG programs, research, outreach and education efforts. Due to previous staffing limitations, this function does not currently exist within the CCSWG. However, these functions are authorized by law and once successful, will reduce a reliance on the General Fund and other State funds. Since these are new functions, policy development and administrative governance guidelines are necessary for grant and charitable donated funds. The CEA will write policy to ensure activities occurring under the use of these funds are aligned with the mission of CCSWG. The Women and Girls Fund is already established to receive grant funds under existing law and is allowed to receive donations to the fund under the Government Code, CHAPTER 3.1.

Commission on the Status of Women and Girls [8240 - 8250.1]. Specifically, Chapter 3.1 8244.(e-f) states that the commission shall have the powers and authority necessary to carry out the duties imposed upon it by this chapter, including, but not limited to, (e) "To accept any federal funds granted, by act of Congress or by executive order, for all or any of the purposes of this chapter. AND (f) (1) To accept any gifts, donations, grants, or bequests for all or any of the purposes of this chapter, and to conduct fundraising activities which may require a payment or purchase to attend.

Overall Internal Operation Policy

The CCSWG does not have internal human resource policies for operating the office, office hours, employee conduct, payroll submission, working hours, workplace conduct. Under the Direction of the Executive Director, the CEA would be responsible for establishing and maintaining these policies. Such policies are important as we expand the CCSWG's overall functions and programs.

Commission/ Board Operations Policy Oversight

The CCSWG's Board of Commissioners has several sub-committees around legislation, domestic violence, and executive leadership that are currently without staff support, and without policy for outputs and communication with the greater Commission.

Communications Policy and Oversight

The CCSWG Board has 17 different Commissioners, each with their own offices and professions. Synergistic communications aligned with the mission of the CCSWG is paramount to ensuring the public needs are met and that the Commission's mandates are adhered to and carried out by the Board of Commissioners. A social media policy is needed for the Commissioners and staff to ensure that a professional standard of conduct in alignment with the CCSWG is communicated and in place and that a protocol is in place should social media or other media items that are not in alignment with the CCSWG can be removed quickly

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA would be reporting to the CCSWG Executive Director. The CEA would have decision making authority and delegated decision-making authority with respect to the the policy and oversight of the following: 1) SB 24 Grant Funding (College Student Health Center Preparation Fund) Policy and Administration; 2) New Grants, Fundraising and Donations Policy and Oversight; 3) Program oversight and administration; 4) Overall Internal Operation Policy; 5) Commission/ Board Operations Policy Oversight; and 5) Communications Policy and Oversight.

Under the general direction of the Executive Director of the Commission on the Status of Women and Girls (CCSWG), the CEA, Deputy Director of Administration, Grants and Programs (DD) is responsible for the administrative operations that support the Commission's mission. The DD develops policy, manages, and provides direction and oversight for key administrative services within the Commission. The DD ensures the development of strategic goals and objectives for CCSWG programs, administration & fiscal management, and develops, recommends, and implements program policy and policy related to budgets, grants management, accounting, human resources, business services, facilities, contracts, procurement, and information technology matters, and participates as a member of the CCSWG Executive Leadership Team.

The Deputy Director of Administration, Grants and Programs will work to form and adopt the policies, rules and guidelines for new CCSWG grants programs, a new function under the Commission, including grants related to the new Students Right to Access program authorized under SB 24 and future programs related to the mission of CCSWG. The incumbent would have influence in determining all major activities taking place within new CCSWG grant programs.

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

Yes, the CEA is charged with developing new policies to govern the programs to meet the needs of California's women and girls including developing additional streams of funding to support these programs through grants, thereby reducing reliance on the General Fund. The CEA would be tasked with setting up the grant administration policy and program and have fiscal management for the \$10 Million College Student's Right to Access grant fund, which is a fund impacting colleges and universities statewide. The CEA will also serve to provide future grant policy oversight and development.