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

<table>
<thead>
<tr>
<th>1. Date</th>
<th>2. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-12-02</td>
<td>Department of Social Services (DSS)</td>
</tr>
</tbody>
</table>

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

Family Engagement and Empowerment Division/CalFresh and Nutrition Branch

4. CEA Position Title

Branch Chief

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

The Branch Chief advises and assists the department's directorate in the formulation, implementation, coordination, administration and evaluation of the $5.3 billion CalFresh Program. CalFresh provides monthly food benefits to individuals and families with low-income and provides economic benefits to communities. CalFresh benefits stretch food budgets, allowing individuals and families to afford nutritious foods.

6. Reports to: (Class Title/Level)

Deputy Director, Exempt

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 is not a direct member of the executive branch, however they have frequent contact and provide consultation to the Directorate.

8. Organizational Level (Select one)

☐ 1st ☐ 2nd ☑ 3rd ☐ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)
<table>
<thead>
<tr>
<th>B. SUMMARY OF REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.</td>
</tr>
</tbody>
</table>

The Branch Chief directs the policy development, application and maintenance of uniform, statewide, programmatic and fiscal procedures related to the eligibility determination and employment and training service components of the Supplemental Nutrition Assistance Program (SNAP) within the Branch. The Branch Chief is responsible for overseeing and meeting the federal performance requirements, including Quality Control and Management Evaluation, to avoid State fiscal sanctions and penalties. The Branch Chief must monitor the SNAP error rate to ensure it is within federal tolerance levels or risk potentially millions of dollars in federal fiscal sanctions. The Branch Chief also directs the policy development and procedures for the administration of the California Food Assistance Program (CFAP) and oversees the employment and training program (CalFresh E&T) for SNAP recipients. Additionally, the Branch Chief is involved with nutrition education programs (CalFresh Healthy Living). In the event of a disaster in the state, the Branch Chief oversees SNAP response (Disaster CalFresh) to that disaster and works in close coordination with federal officials. Similarly, the Branch Chief oversees CalFresh Outreach efforts, Transitional CalFresh Benefits, and the Restaurant Meal Program.

The Branch Chief establishes and maintains relationships with the Legislature, other state agencies, counties, the federal government and other stakeholders such as advocates. The state manages the SNAP program in California with the counties administering it, with close coordination between the state and all 58 counties.

The Branch Chief is required to exercise independent judgment regarding highly visible and sensitive matters in administering SNAP in accordance with the Federal Regulations, and the State agency's plan of operation. The Branch Chief is responsible for monitoring and improving its administration of the program. Specific requirements of the Act include Program Performance, Quality Control, Management Evaluation Reviews and Corrective Action. If it is determined that the State has failed without good cause to meet any of the program requirements established, or has failed to carry out the approved State plan of operation, the United States Department of Agriculture will suspend and disallow administrative funding or assess fiscal sanctions and penalties to the State that could amount to millions of dollars. The Branch Chief is responsible to identify program needs and to provide specific administrative action to meet the program requirements.

The Branch Chief is responsible for a highly complex staff services function with statewide impact. The Branch Chief is responsible for providing planning, policy direction and goals for the Branch to ensure the effective development, promulgation and implementation of regulations and policies necessary for the administration of SNAP and the California Food Assistance Program.

The Branch responds to sensitive "controlled" correspondence addressed to and referred by the Governor's Office, Legislature, and other high level administrative officials.

In the event of a disaster in California, the Branch Chief plays a critical role in the disaster response effort on the part of the food program and in working in close conjunction with the federal disaster response effort. In some instances federal requirements are waived in disaster-stricken areas for specified periods of time as negotiated with federal officials and application requirements are altered so as to provide benefits in a timely manner to disaster victims. The Health and Human Services Agency and the Governor's Office of Emergency Services are involved in these types of activities.
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 CalFresh program directly relates to DSS's mission of providing social services to the most needy and vulnerable Californians. The CalFresh program is tasked with providing over 2 million low income households and 4.5 million individuals receiving SNAP.
### 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 CalFresh Branch Chief for the last six years was allocated as an Exempt position. Recently, the position has become vacant and the Department in conjunction with the Governor’s Office has re-purposed the entitlement for another mission critical role within the Department, therefore creating the need to establish a CEA to oversee the Branch.

The program has existed with executive leadership over the Branch, which will now be overseen by a CEA instead of an Exempt appointee.
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 Branch Chief provides planning, policy direction and goals for the Branch to ensure the effective development, promulgation and implementation of regulations and policies necessary for the administration of the CalFresh Program and the California Food Assistance Program.

Specific policies the Branch Chief will oversee include:

1. The Branch Chief will ensure the implementation of the SNAP program working alongside county partners. SNAP benefits are particularly necessary now given an increase in the caseload- historic highs, where coordination with counties is critical to ensure needy Californians have access to benefits.

2. The Branch Chief is responsible for the implementation of the Pandemic-EBT program, an effort that provides supplemental food benefits for students who otherwise would have received a school meal from the lunch program were it not for school closures. This program has evolved and is currently in its third iteration, given the changing nature of COVID. The Branch Chief must engage with stakeholders, the Department of Education and the USDA for successful implementation, bringing millions of resources back to California families.

3. The Branch Chief also oversees programs that directly support California's food banks, ensuring that all communities have access to healthy nutritious food. Food banks provide front line response to food access and the need to adequately support the infrastructure becomes exacerbated during wildfire and other disaster response.
C. ROLE IN POLICY INFLUENCE (continued)

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

The Branch Chief receives general direction from and reports directly to the Deputy Director of the Family Engagement and Empowerment Division. However, as previously stated, the Branch Chief does exercise independent judgment regarding highly visible and sensitive matters which have major impact on SNAP recipients.

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

Both. The CEA will oversee the existing program policies and will also implement new policies based on legislation and federal government requirements.