

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

2019-11-07

2. Department

California Health and Human Services Agency

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

Office of Program and Fiscal Affairs

4. CEA Position Title

Assistant Secretary

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

The Assistant Secretary reports to the Deputy Secretary of Program and Fiscal Affairs at the Health and Human Services Agency and serves as a member of the Secretary's Executive Staff. The incumbent formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for multiple departments under the jurisdiction of Health and Human Services Agency. The Assistant Secretary also serves as the chief coordinator of programs critical to the mission of the Agency that may include health care reform, health care services, social services, alcohol and drug treatment services, public health services, income assistance, and services to people with disabilities.

6. Reports to: (Class Title/Level)

Deputy Secretary of Program and Fiscal Affairs

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.

Provides high-level expertise in developing proposals and programs. Conducts policy analyses, prepares policy option papers and legislative proposals, recommends resolution of major policy issues, and briefs the Secretary and Undersecretary regarding significant policy matters. The decisions made and/or proposed by this position affect both the current operations of the departments within the Agency as well as their courses in the future.

Serves as a member of the senior executive staff within Agency and has the authority to make decisions as a member of the executive management team. Principal advisor to the Secretary, Undersecretary, and other senior Agency staff on program and fiscal policy matters for assigned departments. Serves as an Agency-department communication link on program and fiscal matters with the Governor's Office and other state agencies.

Negotiates with high-level managerial staff from the Department of Finance, the Legislative Analyst's Office and Legislative budget committees on fiscal matters relating to assigned departments. Reviews department budgets and budget change proposals; plans and oversees the annual budget preparation process for the assigned departments; reviews and comments on legislation with impact on departmental programs activities. Reviews and approves departmental fiscal reports to the Legislature, reviews control agency audit reports of departmental programs, and ensures that appropriate action is taken by Agency departments.

Serves as statewide coordinator of major programs which are highly sensitive, visible, or complex and represents the Health and Human Services Agency on committees.

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 Assistant Secretary reports to the Deputy Secretary of Program and Fiscal Affairs at the Health and Human Services Agency and serves as a member of the Secretary's Executive Staff. The incumbent formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for multiple departments under the jurisdiction of the Health and Human Services Agency. The Assistant Secretary also serves as chief coordinator of programs critical to the mission of the Agency that may include health care reform, health care services, social services, mental health services, alcohol and drug treatment services, public health services, income assistance, and services to people with disabilities.

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 California Health and Human Services Agency (Agency) is requesting to reclassify a Staff Services Manager I (SSMI) allocation to a CEA B (Assistant Secretary). The individual responsibility for this position has become parallel with the responsibility of other existing CEA B positions within Agency.

A CEA B typically serves as a member of the Agency's Secretary's top advisory team. As such, the Assistant Secretary is a full participating member of the Secretary's executive decision-making group and provides direct input on all Agency decisions, particularly sensitive and complex issues with statewide ramifications and implications.

The Assistant Secretary may:

- *Serve as a lead person over other Agency staff members and/or act with full authority as the Agency Secretary in the absence of the Secretary or Undersecretary.
- *Act as a staff assistant to the Agency Secretary in the management and coordination of major Agency programs which cross departmental and Agency lines, or involve interdisciplinary functions or programs. Typically, incumbents have contacts with departmental directors, other executive members of other Cabinet-level agencies, other state agencies, etc.
- *Serve as a statewide coordinator of a major program which is highly sensitive and complex. Typically, such assignments include serving as the Secretary or Governor's personal representative to high-level boards or commissions and representing the Agency Secretary before other civic community, stakeholder and governmental organizations.
- *Represent the Agency Secretary at Governor's Office Cabinet meetings and with the Legislature; and,
- *Act as lead over other Agency technical staff while performing as chief coordinator of a program critical to the mission of the Agency.

Additionally, compared to other Agency Assistant/Deputy Secretaries, Agency believes the current SSMI position is under classified. Numerous laws and regulatory changes have impacted programs, and media interest has increased dramatically, which has increased the complexity, sensitivity, and the consequences of error for this position.

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 Secretary is the key program and fiscal policy development position for the individual's assigned departments and provides lead and coordination of programs which cross departmental lines and involve interdisciplinary function critical to the mission of Agency.

The Assistant Secretary is a member of the senior executive staff within Agency and has the authority to make decisions as a member of the executive management team. The position is the principal advisor to the Secretary, Undersecretary, and other senior Agency staff on program and fiscal policy matters for the assigned departments and programs. The Assistant Secretary transmits Agency program and fiscal policy matters, coordinates interdepartmental activities on critical issues and advises the Secretary and Undersecretary on significant policy and program matters within Agency jurisdiction.

The Assistant Secretary reviews all department budgets and budget change proposals; plans and oversees the annual budget preparation process for their assigned departments; reviews and comments on legislations with impact on departmental programs and activities; works closely with the Department of Finance, the Legislative Analyst, and the Auditor General; prepares fiscal reports and reviews and approves department reports to the legislative fiscal committees.

The Assistant Secretary influences matters on a departmental, Agency, and statewide basis and ensure that the practices and policies provide for the safeguarding of State resources. The Assistant Secretary in the position conducts policy analyses, reviews issue memos, prepares policy option papers and legislative proposals and new programs in the area of special projects impacting major population services by the various departments. The Assistant Secretary is the key program and fiscal policy development position for the assigned departments and programs and bears the primary responsibility for determining the adequacy of assigned departmental budgets and spending priorities. The decisions proposed and/or made by this position affect both the current operations of the departments within the Agency as well as their courses in the future. The Assistant Secretary must be knowledgeable of, and will influence major program in their under departments under Agency.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Assistant Secretary serves as a member of the Agency Secretary's top advisory team. As such, incumbents are full participating members of the Secretary's executive decision-making group and provide direct input on all Agency decisions, particularly sensitive and complex issues with statewide ramifications and implications.

Additionally, the Assistant Secretary may:

*Serve as a lead person over other Agency staff members and/or act with full authority as the Agency Secretary in the absence of the Secretary or Undersecretary;

*Act as a staff assistant to the Agency Secretary in the management and coordination of major Agency programs which cross departmental and agency lines, or involve interdisciplinary functions or programs. Typically, incumbents have contacts with departmental directors, other executive members of other Cabinet-level agencies, other state agencies, etc.;

*Serve as a statewide coordinator of a major program which is highly sensitive and complex. Typically, such assignments include serving as the Secretary or Governor's personal representative to high-level boards or commissions and representing the Agency Secretary before other civic community, stakeholder and governmental organizations;

*Represent the Agency Secretary at Governor's Office Cabinet meetings and with the Legislature; and,

*Act as lead over other Agency technical staff while performing as chief coordinator of a program critical to the mission of the Agency.

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

The Assistant Secretary exercises independence of action in approving, revising, or rejecting program and fiscal policy proposals and reports from their assigned departments. These departments are responsible for a wide range of programs that operate major and highly sensitive, visible, complex, or controversial issues such as emergency preparedness, pandemic influenza, obesity prevention, licensing and certification, food safety, etc., these major programs directly affect a significant segment of California's population. This position has the primary responsibility for reviewing established policy, identifying policy options, and overseeing future courses of action for these major programs which are of critical importance to millions of Californians receiving their services.