

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

2020-01-24

2. Department

California Highway Patrol

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

Administrative Services Division

4. CEA Position Title

Financial Operations Director

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

If approved, this position would support the California Highway Patrol's (CHP) mission to provide the highest level of safety, service, and security by providing accounting policy direction to department-wide programs and over 120 statewide Area offices. This position would carry out the day-to-day and yearly fiscal operations, budget, and ensure the overall financial health of the Department.

6. Reports to: (Class Title/Level)

Chief, California Highway Patrol

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):

Managerial level is the fourth organizational level. If approved, this position would serve as the Financial Operations Director for the Department, providing in-depth direction on the availability and reallocation of funding, position funding, financial liability, internal auditing, and policy cr

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 Administrative Services Division Chief, if approved, the Career Executive Assignment (CEA), Level A, would act as the Financial Operations Director of the California Highway Patrol and would serve as the expert policy creator and policy maintainer, providing administrative and general direction to the Staff Services Manager III of the Business Services Section (BSS) and the Accounting Administrator III of the Fiscal Management Section (FMS).

**Budgeting:** Through subordinate managers, if approved, the CEA, Level A, would have oversight and responsibility for the overall strategic planning, policy, and operation of a complex 2.6-billion-dollar budget. This includes 17 funding sources and grant management, totaling an approximate amount of 37 million dollars. This position oversees the development of all information required by the Department of Finance as well as the preparation of budget change proposals, fiscal compliance of approved budgets, and year-end reporting.

**Accounting:** Through subordinate managers, if approved, the CEA, Level A, would direct and oversee the development of comprehensive and accurate financial records for purposes of timely reporting. It would also perform the departmental accounting functions (e.g. paying vendors, billing for reimbursable services, collecting and depositing monies, and preparing and maintaining financial records and reports) as well as provide effective financial control over departmental funds and develop and implement the CHP's fiscal policies.

**Business Services:** Through subordinate managers, if approved, this position would be responsible for purchasing, warehousing, and distributing all departmental supplies and equipment not related to telecommunications, data processing, or vehicles. Also, BSS manages mail and messenger services, the review and publication of manuals and other written policy, and the maintenance and custodianship of significant records.

**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:

If approved, the CEA, Level A, would function as the Financial Operations Director for the Department and oversee major functional units within FMS and BSS including Contract Services, Purchasing Services, Supply Services, Reproduction, Mail Services, Budget Development, Accounts Payable, Cashiering/Payroll, Travel/Revolving Funds, and Cashiering. The daily operations of these units include but are not limited to: procurement of goods and services, timely payment on accounts payable, monitoring availability and allocation of funds, creating, and maintaining administrative policy, warehousing, and distributing goods, the receipt and distribution of mail, and maintenance of an estimated 37 million dollars' worth of grant funding. The Financial Operations Director is responsible for overall strategic planning, policy, and daily operation of these administrative services. These services support the CHP's mission by ensuring departmental personnel have the essential resources necessary to carry out the day-to-day operations to provide safety, service, and security to the public.

**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.

Due to an increased number of requests for assistance from allied agencies, such as local law enforcement and special task forces, increasing interagency agreement requests, a growing California population, emergency service requests, and additional policing duties, the CHP is requesting to utilize the CEA, Level A, classification to function as the Financial Operations Director and ensure day-to-day fiscal operations continue to keep with up with the amplified demands.

This position will establish budgetary policy and internal control audits to ensure the CHP is fiscally able to respond to the increase in emergency requests which include natural disasters such as: fires, floods, and earthquakes. This position is the approving official for all emergency related deployments which include approval for contracts, logistics, housing, sustenance, and other emergency-related supplies. An example of emergency service requests due to catastrophic incidents are Fire Management Assistant Grants. In 2018, the CHP spent over 49,000 personnel hours which totaled over 3.5 million dollars in support of the multiple fires throughout California. Although natural disasters or civil unrest circumstances are not predictable, if approved as mentioned prior the CEA will have authoritative discretion to approve or deny emergency contract requests. The CEA will ensure essential funding is available to execute appropriate emergency requests as anticipated with the growing population of California. As such, the CEA is responsible for ensuring appropriate policy and controls are established and are reviewed annually to ensure no misappropriation of funds occurs.

Legislation, specifically Proposition 64 of 2016, Control, Regulate, and Tax Adult Use of Marijuana Act (AUMA), and Chapter 27, Statutes of 2017 (Senate Bill 94), Medicinal and Adult-Use Cannabis Regulation and Safety Act, mandates CHP coordinate research efforts related to impaired driving, conduct training for both the CHP and allied agencies, assess new and existing impaired driving enforcement technologies, and administer impaired driving grants. Assembly Bill 1065 required the CHP, in coordination with Department of Justice, to create regional property crimes task forces to provide local law enforcement with logistical support and other law enforcement resources. The CHP anticipates an increase to its policing duties in the near future as the CHP will be tasked with policing the high-speed rail.

If approved, the CEA, Level A, will have oversight over FMS, which is tasked to monitor, control, and track the CHP's financial condition; monitor operating budgets; prepare cash flow analysis; assist with grant fund tracking and expenditures; and conduct analytical forecasting related to the AUMA funding. Furthermore, with the implementation of AUMA, the legislature will task and require the CHP with oversight and financial distribution of the grant funding to all 58 counties. This position will develop and ensure appropriate audit and control policies are in place to address the grant funding guidelines established by the legislature. In addition, the CHP's asset forfeiture program's disbursements and expenses will require review of current policy and fiscal controls to ensure payments are within compliance. This position will liaison with the Department of Finance and the Legislative Analyst's Office regarding budget change proposals, budget reconciliation, specialty fund and allocation, and other unforeseen fiscal inquiries.

As the Department transitions to the Financial Information System for California (FI\$Cal), many of the accounting procedures and functions will be changing. Due to the CHP's sizable volume of purchase agreements, contracts, specialty equipment needs, inventory of goods, reimbursable contracts, and complex budget, the classification most appropriate with the expert skill to develop, monitor, and maintain fiscal policy necessary for the large and complex budget of the CHP is that of the CEA, Level A, classification.

### 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.

If approved, the CEA, Level A, will serve as the expert policy creation and policy maintainer for both FMS and BSS. As the CHP is a statewide entity, all Area offices would follow policy set forth by this position, including guidance and direction of all fiscal-related matters such as: purchasing, contract requests, travel, and fund reallocation. This position will be the principle policy maker and administrator for budget preparation for the CHP. This would include oversight of traffic control and law enforcement contracts as well as protective security contracts for national, state, and foreign government officials and dignitaries.

This position would have policy-making oversight for relocation of current personnel, including uniformed employees relocating to essential positions following administrative procedures. In addition, this position would have policy-making oversight regarding essential day-to-day operations such as: petty cash, accounts receivables and payables, departmental travel, inventory management, reproduction services, mail services, supply services, and the purchase of essential equipment needed to accomplish the CHP's mission. An example of the growing fiscal responsibilities justifying the increasing level of oversight is the amplified requests received by the Contract Services Unit (CSU) over the last three years. In 2017, the total number of contract requests were 923 with a value of over \$330,000,000. In 2018, the total number of contract requests were 1,065 with a value of over \$530,000,000. In 2019 the CHP estimates the total number of contract requests and value are on track to exceed the 2018 numbers. The total procurement spending for the CHP has also seen an upward trend over the last three years. In 2017 the total purchases were in excess of \$114,000,000. In 2018, the total purchases increased to \$156,000,000. In 2019, the estimated total purchases are on track to exceed the 2018 totals. Due to the increasing trends and growing complexity of requests, additional policy and internal controls will need to be established and re-evaluated by the newly approved Financial Operations Director.

With the implementation of Proposition 64, Adult Use of Marijuana Act, Fiscal Management Section will have oversight of financial distribution of the grant funding to all 58 counties. This position will develop and ensure appropriate audit and control policies are in place to address the grant funding guidelines established by the legislature. As funding is allocated to the CHP to grant to recipients, additional policy and auditing controls will need to be established. It is anticipated all 58 counties in California will receive funding. This position will establish policies relating to the disbursement and control audits of funding disbursement and re-evaluate policies and controls as the program matures.

**C. ROLE IN POLICY INFLUENCE (continued)**

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

If approved, the functional areas in which the CEA, Level A, would provide oversight are FMS and BSS. This position will be responsible for day-to-day operations through two subordinate commanders. This position will also have responsibility over policy creation, policy maintenance, and will advise and make recommendations to Executive Management on major policy issues and problems concerning administrative operations. This position will support the strategic plan by establishing goals and objectives for FMS and BSS to ensure achievement of major program responsibilities. The CEA, Level A, would authorize procurement documents, including grants, contracts, and agreements, to adhere to compliance with procedures and statutes. This position would receive guidance and direction from Executive Management and would interact with representatives from other departments. With heightened scrutiny from the public and the media regarding usage of tax payer funds, the CEA will be tasked with ensuring sound fiscal policy and procedures are established.

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

If approved, the CEA, Level A, would be responsible for developing and modernizing fiscal policy which needs to be innovative to meet the needs of the CHP's complex 2.6-billion-dollar budget. Existing policies will be reviewed and updated as required, commensurate with programmatic changes within the department and in accordance with external changes impacting the Department.