

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

4/24/2019

2. Department

California Natural Resources Agency (CNRA)

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

Office of the Secretary

4. CEA Position Title

Assistant Deputy Director for Bonds and Grants

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

As the principal advisor to the Secretary and Undersecretary on matters concerning bond funding and programs, this position develops, recommends, and implements policy relative to bond implementation and grant programs within the CNRA and its 26 departments, boards, conservancies and commissions. The position is also responsible for the statewide coordination and fiscal oversight of over \$30.8 billion in bonds in 8 bond acts (Propositions 12, 13, 40, 50, 84, 1E, 1 and 68).

6. Reports to: (Class Title/Level)

Chief Deputy Director for Administration and Finance/ CEA C (Assistant Secretary)

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.

The Deputy Director for Bonds and Grants is the principal advisor to the Secretary and Undersecretary on matters concerning bond funding and programs. The incumbent develops, recommends, and implements policy relative to bond implementation and grant programs within CNRA and its 26 departments, boards, conservancies and commissions. The position is also responsible for the statewide coordination and fiscal oversight of over \$30.8 billion in bonds in 8 bond acts (Propositions 12, 13, 40, 50, 84, 1E, 1 and 68).

Typical Tasks of the Position:

- Provide management oversight of the departments within CNRA and outside CNRA involved in implementation of 8 current bond acts (\$30.8 billion). Develops policy related to the bonds and grants administered by CNRA and assures that the bond implementation and grant programs of departments comply with specific provisions of each bond act.
- Manages budgetary, financial and other matters affecting the bond and grant administration programs. Develops fiscal controls and reporting criteria policies to meet audit standards and performance reporting requirements. Reviews, creates, coordinates and implements budget proposals in support of over 60 various grant programs.
- Manages the statewide audit of bond funds. Determines audit scope and negotiates contract terms with contracted auditors for all departments' bond audits. Approves statewide audit report format and content and ensures compliance with audit findings by departments.
- Represents CNRA and departments involved in bond programs when interacting with multiple control agencies, State Bond Counsel, and other parties. Represents CNRA at legislative hearings involving bond funded programs and bond oversight.
- Oversees the design and maintenance of statewide budgetary, accounting and project tracking databases to support the appropriations tracking, fund condition and project reporting requirements for the bond funds. Ensures consolidated reporting as well as detailed information is available for control agencies, auditors, and legislative oversight.
- Reviews implementing legislation for bond-related programs to ensure compliance with bond act requirements. In conjunction with affected departments, resolves legal issues related to bond programs and implementing legislation.
- Represents the Secretary as a voting member on the California Cultural Historical Endowment (CCHE), the Coachella Valley Mountains Conservancy and the Environmental Farming Act Science Advisory Panel.
- Oversees the grant programs implemented by the bonds unit at CNRA, including the Museum Grant Program, the Environmental Enhancement and Mitigation Program, the Urban Greening Program, the Urban Rivers Program and the River Parkways Program.

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 position oversees the administration of 30.8 billion in bond funding for programs and projects directly related to the implementation of CNRA mission. Most recently, Proposition 68, approved by the voters in July 2018, allocates \$4.1 billion in funding for parks, water, and natural resources projects throughout the state. The successful implementation of bond programs ensures that the CNRA mission "to protect, conserve, and manage the state's natural, historical, and cultural resources" is realized. This position is critical to coordinating the efforts of CNRA's 26 different departments, boards, and conservancies, to implement the bond programs in an efficient and effective manner, and in compliance with laws and requirements. Given the complexity of many natural resources projects, the various statutory requirements, and the Administration's priorities and goals, it is important that the bond programs are managed with proper oversight and accountability.

The position will work closely with key stakeholders, the legislature, and local government leadership to deliver information about funding programs in the bond, identifying local funding needs, and the potential for bond funding for eligible and competitive projects that meet the State's larger goals and objectives. This position also serves CNRA's mission by serving on conservancy boards as requested by the Secretary for Natural Resources, and acting as the Executive Officer to the CCHE, which works to support the State's cultural and historical collections and institutions.

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.

Proposition 68 recently passed in July 2018. This is a \$4.1 billion parks and water bond that will be implemented over many years by funding resources-related projects that will provide public benefits for 30 + years. This bond adds additional funding and program administration responsibilities, resulting in increased workload to provide the necessary oversight of nearly 30.8 billion in resources bond funding. These programs are critical to CNRA mission to protect, manage, and conserve the state's natural, historical and cultural resources. Each of these programs require considerable program development, outreach, and implementation work to ensure the statutory requirements are met. This position provides the necessary oversight and accountability to ensure we are properly managing the bond funding. This role works directly with management across CNRA's department, and with local representatives, key stakeholders, and legislative consultants on the development and implementation of often high-profile and complex infrastructure projects. Additionally, the workload associated with the CCHE is increasing due to the establishment of a new, on-going revenue source via the "Snoopy" license plate. This position serves as the Executive Officer to the board responsible for approving program guidelines and selected projects. The position also manages program staff to oversee all projects awarded funds via the California Museum Program, and the CCHE legacy program.

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 position will administer programs that directly impact and implement state policies, goals, and objectives. Proposition 68 bond program implementation requires proper oversight of investments. These projects address several of the key issues for the State and are critical to meeting the State's goals to prepare local communities for climate change via water and land conservation, climate adaptation and resiliency planning, habitat restoration, urban greening, and greenhouse gas emission reductions. These investments must be managed properly, efficiently and effectively. This position will assure the continued public trust in how the CNRA invests valuable bond funding. If this trust is broken, then a major funding source could dry up that has provided over \$30.8 billion for projects since 2000. The success of CNRA and its departments, boards, and conservancies depends upon this trust and the funding that comes with it. Additionally, this position provides policy development and support to the CCHE to carry out work that benefits California museums and cultural institutions. This work is important to protecting and preserving historic and cultural treasures to share and educate the public, especially children.

Examples include but not limited to:

Funding priorities - Programmatic funding policies to meet the administration's funding objectives directly impacting investments on climate change, sea level rise, greenhouse gas reduction, and other statewide investment priorities.

Governor's Office - Policies to carryout directives from the Governor's Office regarding funding investments that deal with issues such as fire, drought, flood, environmental justice, new legislation, etc.

Competitive Process- Policies to establish equitable, transparent process on how grants are awarded to stakeholders throughout the State including how information is obtained, evaluated/scored, and ultimately awarded.

Proper use of bond funds - Establish department-wide policies to ensure conformity and appropriate use of bond funds that comply with all control agencies including, but not limited to, DOF, State Controller, State Treasurer, Air Resources Control Board, and Bureau of State Audits.

Retire/Sunset a Bond - Establish statewide policies to retire a bond that includes transparency as to the type and number of investments, reconciliation of all expenditures and appropriate use, and statewide benefits to the public for reporting to the legislature and other statewide entities as required.

Attorney General/ Department of Finance (DOF) - Establish department-wide policies based on Attorney General opinions and DOF direction as to the management and administration of grant programs including appropriate uses of funds (advances, acquisitions, down payments, non-construction costs, overhead, etc.) and records retention.

Guideline Review- Establish policies to comply with requirement that all guidelines under Proposition 68 be approved by CNRA before being published to the web page.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Secretary of CNRA will allow this position to represent CNRA and the Administration in many venues, boards and councils, and to freely create and implement needed policies in key areas, primarily regarding bond program oversight and implementation. This CEA position will have full, independent decision making authority.

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

This position will be developing and implementing policies established by bond statutes, GO Bond Law, funding guidelines, and implementing legislation. Among other things, all statewide competitive grant program guidelines will be reviewed and approved by this position to make sure they are in line with statutes and the Administrations policies.