

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

11/13/2018

2. Department

Natural Resources Agency

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

4. CEA Position Title

Deputy Assistant Secretary for Financial Programs

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

This position will help to restore, protect, and manage the state's historical, natural, and cultural resources by overseeing the administration and implementation of Proposition 68, the \$4.1 billion parks and water bond approved by voters in July 2018. This position also serves as the Executive Officer to the California Cultural & Historical Endowment, and as the Secretary's designee for State Conservancy boards as requested.

6. Reports to: (Class Title/Level)

Assistant Secretary for Administration and Finance/ CEA B

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 Assistant Secretary for Financial Assistance is the principal advisor to two Deputy Assistant Secretaries and the Assistant Secretary for Finance and Administration on matters concerning the administration and implementation of Proposition 68 programs. The position oversees bond roll-out efforts and provides guidance and direction to executive leadership and program management across the Agency's departments and conservancies to help support the delivery of successful natural resources programs and projects. This position also serves as the Executive Officer to the California Cultural and Historical Endowment, and represents the Secretary for Natural Resources, as needed.

Typical tasks of the position:

- Oversees the overall administration and implementation of Proposition 68, by providing policy and implementation guidance on behalf of the Agency to department administrators.
- Assures all Proposition 68-funded programs comply with specific provisions of the Bond Act, General Obligation Bond Law, and other relevant statutes. This includes reviewing and approving the statewide, competitive Prop 68 program guidelines from administering agencies, coordinating roll-out activities, preparing public outreach and communications on bond activities, and responding to Proposition 68-related requests for information by control agencies, the Administration, the legislature, and other interested parties.
- Manages budgetary, financial, and other matters affecting the bond. Works with Department of Finance, Office of Statewide Audits and Evaluations, on bond audits. Works with the Proposition 68 statewide bond unit manager on the accounting and budget tracking and reporting required by control agencies.
- Reviews legislation and prepares legislative analysis related to Proposition 68 and bond program implementation.
- Provide direction to Agency's Bonds and Grants, Chief, on the development and administration of the Agency's own local assistance grant programs.
- Serves on behalf of the Secretary for Resources on conservancy boards as requested. Serves as Executive Officer to the California Cultural and Historical Endowment.

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: 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 Natural Resources Agency 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 the Agency'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 the Agency's mission by serving on conservancy boards as requested by the Secretary for Natural Resources, and acting as the Executive Officer to the California Cultural and Historical Endowment, 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.

As stated above, 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. These programs are critical to the Agency's 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 the Agency'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 California Cultural and Historical Endowment 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 \$30.7 billion for projects since 2000. The success of the Agency 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 California Cultural and Historical Endowment 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.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Agency Secretary will allow this position to represent the Agency and the Administration in many venues, boards and councils, and to freely create and implement needed policies in the key areas mentioned above, primarily regarding bond program implementation.

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 Proposition 68 grant program guidelines will be reviewed and approved by this position to make sure they are in line with statutes and the Administrations policies.