

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

2023-11-09

2. Department

Central Valley Flood Protection Board

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

Central Valley Flood Protection Board

4. CEA Position Title

Deputy Executive Officer

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

The Deputy Executive Officer is the second organizational level, working with and on behalf of the Executive Officer of the Central Valley Flood Protection Board (Board). Responsible for planning, organizing, and directing the programs and activities in the Land Management and Environmental Services Division and the Flood Planning Programs Branch in accordance with the applicable laws, CEQA guidelines, and regulations. This is a critical position responsible for the development and implementation of long-term strategies for the Central Valley flood reduction efforts. The Deputy Executive Officer will focus on programs and policies for the Board's Central Valley jurisdiction and provide support for other priorities as needed.

6. Reports to: (Class Title/Level)

Executive Officer

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 Executive Officer serving in this CEA position (hereinafter referred to as CEA) serves as a member of the Board's senior management team, providing strategic objectives and concepts for programs and leadership advice to help the Board achieve its mission. The CEA acts as a policy adviser to the Executive Officer and the Board and oversees the Land Management Branch including the Sacramento San Joaquin Drainage District (SSJDD) properties, the Environmental Services Branch, and the Flood Planning Programs Branch, which includes flood and multi-benefit planning. The CEA is the chief policy advisor on the Board's Strategic Plan and other important planning tools. The individual will help develop policies and procedures for Board programs to maintain compliance and consistent with the State's legal, environmental, and regulatory framework. The CEA will complete administrative projects and report on a variety of Board issues as requested.

The CEA will advise the Executive Officer and Board on policies, policy changes, and policy implementation strategies to advance the Board's mission and will resolve complex issues in accordance with State standards, industry standards and best practices. The CEA will develop policy proposals, draft regulations, and draft proposed legislation to implement the Board's mission and goals. The CEA will also analyze legislation for consistency with the Board's mission, goals, and adopted policies to further the Board's objectives.

The CEA will be responsible for managing the budget for programs under their purview and for tracking and evaluating program performance. The CEA will be responsible for informing the Executive Officer and the Board on programs' progress and achievements and for tracking program performance through a variety of management techniques to make the most efficient use of available resources.

The CEA will provide leadership to the Environmental Services and Land Management Division (ESLM) and the Flood Planning and Programs Branch (FPP) to support the successful ongoing implementation of existing programs and the development and implementation of new programs. The CEA will also be responsible for staff education regarding the Board's policies, procedures and strategic objectives.

The CEA will be responsible for providing guidance to staff members on budget matters and for tracking and evaluating program performance. The CEA will be responsible for informing the Executive Officer and the Board on programs and achievements and for tracking program performance through a variety of management techniques to make the most efficient use of available resources.

The CEA will develop and deliver presentations and informational material to a wide variety of audiences about the Board's mission, policies, and programs.

The CEA will also collaborate with other senior managers to coordinate and integrate programs and will identify issues for discussion and resolution in a proactive manner.

**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 Deputy Executive Officer is at the second organizational level, working with and on behalf of the Executive Officer of the Central Valley Flood Protection Board (Board) and is responsible for planning, organizing, and directing the programs and activities of the Land Management and Environmental Services Division and the Flood Planning Programs Branch in accordance with applicable laws, CEQA guidelines, and regulations. This is a critical position responsible for the development and implementation of long-term strategies for Central Valley flood reduction efforts. The Deputy Executive Officer will focus on programs and policies for the Board's Central Valley jurisdiction and provide support for other priorities as needed.

## **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.

Currently, managers for the Land Management and Environmental Services Division and the Flood Planning Programs Branch report directly to the Executive Officer. The Board is seeking reclassification of a Principal Engineer position to CEA to create a Deputy Executive Officer. This individual will be responsible for developing and implementing policies for the Land Management and Environmental Services Division and the Flood Planning and Programs Branch and will serve as policy advisor to the Executive Officer and the Board. The previous incumbent served as policy advisor and legislative deputy to the Board. The position is now vacant. The functions that were covered by the vacant Principal Engineer will be covered by the Executive Officer, Chief Engineer, this newly established CEA, and a future proposed CEA (pending budget authorization).

The Deputy Executive Officer will serve as a member of Board's senior management team, providing strategic objectives and concepts for programs and leadership advice to help the Board achieve its mission. The Deputy Executive Officer will be the chief policy advisor for the Board's strategic plan and the state's other significant planning tools and will develop policies and procedures for programs to maintain consistency with the State's environmental and legal landscape. The incumbent will complete a variety of administrative projects and report to the Board as requested.

The Board currently has a Chief Engineer at the second organizational level, who leads the engineering functions of the Board, including permitting of encumbrances on the Adopted Plan of Flood Control in the Central Valley, performing inspections of newly permitted encumbrances, and resolving unpermitted or unsafe encumbrances. The Board is the non-federal sponsor for federal flood protection projects in the Central Valley, and the Chief Engineer oversees the technical engineering work associated with this function.

The Deputy Executive Officer would create a parallel second level of management for the environmental services, land management, and flood project planning technical functions of the Board, including the acquisition and management of land rights needed for flood protection projects and features, environmental compliance for all permitting activities for projects encumbering, modifying, or expanding the Adopted Plan of Flood Control. The Deputy will also oversee flood project planning functions and will serve as the Board's representative in several regional flood protection planning areas.

### 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 CEA will be the principle policy maker in three key areas of the Board's operations:

- **Environmental.** The CEA will determine strategy for needed environmental review on various projects to meet the Board's objectives. The incumbent will negotiate with other entities to determine the lead agency for CEQA on projects, and will consider a range of policy, political, and regulatory factors in order to prioritize projects. Furthermore, the incumbent will direct the review of consultant work-product and prioritize review comments.
- **Land Management.** The CEA will develop strategy to obtain property rights required for the construction of ongoing operations of flood protection features, including the potential use of eminent domain authority. The incumbent will develop and implement strategies to maximize revenues from property rights held by the Sacramento and San Joaquin Drainage District (SSJDD) to offset the costs of Board operations. The incumbent will develop and implement policies for cooperative relationships with local governmental entities to remediate the impacts of illegal dumping or camping on SSJDD properties that could interfere with the effective operation and maintenance of flood control features.
- **Flood Planning.** The CEA will determine implementation strategies for regional flood protection planning and scoping, developing, adopting, and implementing updates to the Central Valley Flood Protection Plan, in cooperation with other departments, local government, and other interested parties.

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

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

The CEA reports to the EO. The CEA has the EO's decision-making authority when absent.

The CEA will have decision-making authority over the ELSM and FPP programs to make improvements on the existing programs and direct any new programs that may be acquired.

Specifically, the CEA will determine strategy for needed environmental review on various projects to meet the Board's objectives. The incumbent will negotiate with other entities to determine the lead agency for CEQA on projects, and will consider a range of policy, political, and regulatory factors to prioritize projects. Furthermore, the incumbent will direct the review of consultant work-product and prioritize review comments. The CEA will also develop strategy to obtain property rights required for the construction of ongoing operations of flood protection features, including the potential use of eminent domain authority. The incumbent will develop and implement strategies to maximize revenues from property rights held by the Sacramento and San Joaquin Drainage District (SSJDD) to offset the costs of Board operations. The incumbent will develop and implement policies for cooperative relationships with local governmental entities to remediate the impacts of illegal dumping or camping on SSJDD properties that could interfere with the effective operation and maintenance of flood control features. The CEA will determine implementation strategies for regional flood protection planning and scoping, developing, adopting, and implementing updates to the Central Valley Flood Protection Plan, in cooperation with other departments, local government, and other interested parties.

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

The CEA advises the Executive Officer and Board on policies, policy changes, and policy implementation strategies to advance the interests of the Board's mission. The CEA resolves the most complex issues in accordance with State standards, industry standards, best practices, and State policy. The individual develops policy proposals, drafts regulations, and drafts proposed legislation to implement the Board's mission and goals. The CEA may develop legislative proposals and will analyze legislation and recommend amendments consistent with the Board's mission, goals, and adopted policies. Specific areas of policy this position will develop and implement include:

\*Approaches for compliance with the California Environmental Quality Act and the National Environmental Policy Act.

\*Real Estate acquisition approaches to support flood control projects (fee title vs. easements, eminent domain)

\*Managing Real Estate holdings, including abatement of unauthorized use (dumping, camping), and revenue generation.

\*Strategies to develop and maintain effective working relationships with local, state, federal, tribal entities, and other interested parties in flood planning, project development, and project implementation.