

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

8/27/2020

2. Department

Department of Finance

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

Budgets - Health and Human Services

4. CEA Position Title

Assistant Program Budget Manager (CEA B)

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

This position develops public policy positions and recommends policy/program changes within the Health and Human Services assignment area. The position presents the Department's positions and recommendations on critical policy matters. This position negotiates and testifies independently, representing the Department and the Administration positions on budget and legislative matters. In coordination with the other Assistant Program Budget Manager/C.E.A. Bs, this position manages the activities of the unit. Other selected Health and Human Services program assignments report to this position.

6. Reports to: (Class Title/Level)

Program Budget Manager (CEA C)

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): In absence of the Program Budget Manager (PBM), represents the PBM as a fully authorized member of the Director's management team on all human services program issues. Mid and high level, sensitive and continuous contact with the Governor's Office, the Legislature, top agency and department officials, and other governmental entities concerning the Governor's Budget and financial legislation.

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 allocation of the State's financial resources through the Governor's Budget and the fiscal analysis and determination of the Administration's position on legislation elicits the highest degree of controversy from governmental entities, special interest groups, employee organizations, the news media, and the general public. Policies, programs, and decisions affect the entire State, all of its governmental entities and population. Under the general policy guidance of the Program Budget Manager (PBM), this position exercises very independent policy influencing and decision-making authority over the assignment area, in particular, and on behalf of the PBM in his/her absence. This position has mid and high level, sensitive and continuous contact with the Governor's Office, the Legislature, top agency and department officials, and other governmental entities concerning the Governor's Budget and financial legislation. Primary functions include development, presentation, and follow through on implementation of Governor's Budget, analysis of legislation, negotiating with department, agencies, and legislative staff, representing the Governor's Office at legislative hearings, and ensuring that budget implementation is consistent with program goals and objectives of the Administration.

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 Department of Finance serves as the Governor's chief fiscal policy advisor and promotes long-term economic sustainability and responsible resource allocation. The primary functions of the Department of Finance are to: prepare, explain, and administer the annual financial plan for the state; establish fiscal policies for all state departments; analyze proposed legislation for fiscal and policy impacts; monitor and audit expenditures by state departments to ensure compliance with the law, approved standards, and policies; and analyze the fiscal impact of information technology projects. This position is central to all of these core department functions. Specifically, this position will be responsible for significant portions of the Health and Human Services Agency's programs and departments. This policy area is a particularly important, sensitive, and complex part of State government operations.

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 Health and Human Services Unit is responsible for more 'Total State Funds,' and more federal funding than any other portion of State Government. The unit had three (3) Assistant Program Budget Mangers from 2008-2019, and two (2) Assistant Program Budget Managers between 2019-2020. Over the last two years, the Health and Human Services area has continued to grow. This includes State policy that shifts certain responsibilities associated with Juvenile Justice and Child Care from other areas of State government to the Health and Human Services area. Given these changes, the Department of Finance needs to adequately resource this area to provide fiscal policy advice to Administration leadership, and promote responsible resource allocation for Health and Human Services programs.

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 Program Budget Manager/C.E.A. B is responsible for evaluating information necessary for making sound and defensible budgetary and policy decisions in extremely sensitive policy areas related to Health and Human Services programs. This individual advises Administration officials on fiscal and policy issues. Related activities include: (1) consulting with and advising officials within the assigned departments, Finance executive staff, legislative staff, and the Governor's Office regarding programmatic and fiscal issues; (2) negotiating compromises on significant and often sensitive issues involving budget augmentation requests, legislative direction, and policy established by the Administration; (3) solving various budgetary problems encountered by assigned departments; and (4) putting processes in place that encourage Administration policy and sound fiscal practices are adhered to by the assigned departments.

C. ROLE IN POLICY INFLUENCE (continued)

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

This position will be manage approximately nine (9) reports, and will be responsible for fiscal and policy oversight for several large State departments, including: the Department of Developmental Services, the Department of Public Health, and the Department of State Hospitals and approximately sixteen (16) other small to medium size departments.

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

The Assistant Program Budget Manager/C.E.A. B will be developing and implementing new policy and interpreting existing policy. This position develops positions and recommends policy/program changes within the Health and Human Services assignment area. In absence of the Program Budget Manager (PBM), this position represents the PBM as a fully authorized member of the Director's management team on health and human services program issues. In this capacity, the position presents the Director's, and PBM's, positions and recommendations on budget policy issues. This position negotiates and testifies independently in Legislative hearings, representing the Department and the Administration's positions on budget and legislative matters.