

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

12/20/2018

2. Department

Department of Toxic Substances Control

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

Administration Program

4. CEA Position Title

Deputy Director of the Office of Administrative Services

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

The CEA will serve as the Deputy Director of the Department of Toxic Substances Control's (DTSC) Office of Administrative Services and will be responsible for the development, management, and dissemination of administrative policy, as well as policy related to the Department's Health and Safety Program. In addition, the CEA will provide oversight of the development and management of the the following programs: Human Resources, Business Services, Health and Safety, and Regional Administration. The CEA will also be a key member of the DTSC Executive Management Team and be involved in all major decision-making and planning related to these administrative and health and safety programs.

6. Reports to: (Class Title/Level)

Chief Deputy Director

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 CEA will act as the Deputy Director of the Department of Toxic Substances Control's (DTSC) Office of Administrative Services and will be responsible for the development, management, and dissemination of Department-wide administrative policies, as well as policies related to DTSC's Health and Safety Program. In addition, the CEA will provide oversight of the development and management of the following programs: Human Resources, Business Services, Health and Safety, and Regional Administration. The CEA will also be a key member of the DTSC Executive Management Team and will be involved in all major decision-making and planning related to these administrative and health and safety programs.

The CEA will oversee the Human Resources Office, which reports to a Staff Services Manager II; Regional Administrative Services, which reports to a Staff Services Manager II; and Business Services, which reports to a Staff Services Manager I. The Human Resources Office includes Classification and Pay, which reports to a Staff Services Manager I; Office of Training, which reports to a Staff Services Manager I; Transactions and Examinations, which reports to a Staff Services Manager I; and Labor Relations. The CEA will also oversee the Health and Safety Program, which reports to a Supervising Industrial Hygienist. As part of the Executive Management Team, the CEA will direct the development and implementation of the Department-wide administrative and health and safety policies related to these programs, as well as develop and monitor the implementation of their strategic business plans and continuous improvement strategies. The CEA will also identify for the Executive Management Team strategies to manage complex occupational safety and health programs and initiatives to ensure the highest level of protection to DTSC staff operating in the field and regional offices. In this capacity, the CEA will report directly to the Chief Deputy Director.

The CEA will be responsible for the development and implementation of policy, as well as program development and procedures. This position will play a significant role in shaping Department-wide policy by recommending modification of proposed policies for consistency with other DTSC programs and identifying the need for new policy. In addition, the CEA will be responsible for representing DTSC on sensitive and complex personnel and other occupational health and safety issues before the California Environmental Protection Agency (CalEPA), Department of General Services (DGS), Department of Justice (DOJ), State Personnel Board (SPB), Department of Human Resources (CalHR), Division of Occupational Safety and Health (CalOSHA), and other entities.

ADMINISTRATIVE AND HEALTH AND SAFETY POLICY DEVELOPMENT AND IMPLEMENTATION - The CEA will serve as a member of the DTSC Executive Management Team; will be responsible for administrative, as well as health and safety policy development; and will formulate, implement, evaluate, and monitor the budgets, work plans, guidelines, and standards of human resources, business services, regional administration, and health and safety program areas.

The CEA will serve as advisor to the Director and Chief Deputy Director in matters related to DTSC's Administration programs, including field and workplace health and safety. The CEA will oversee the development of highly complex and sensitive organizational, safety and health, injury and illness prevention, public health and environmental protection policies and subjects in compliance with CalOSHA and other industrial hygiene and occupational safety requirements. In addition, the CEA will lead the short and long term strategic direction of these programs, as well as establish Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures. The CEA will also identify issues that cross-cut multiple programs and will review all control agency audit reports pertaining to DTSC's Administration and Health and Safety programs.

The CEA will manage staff by participating in the formulation, improvement, management, and evaluation of DTSC's programs and policies. The CEA will lead the development of and participate in the review of legislation and/or regulation changes with administrative or programmatic impact, will testify before legislative committees, and work with CalEPA, DGS, DOJ, SPB, CalHR, and CalOSHA on DTSC's complex and sensitive administrative and occupational health and safety matters. Further, the CEA will plan, organize, and direct DTSC Deputy Directors, Division Chiefs, and other program supervisors in the implementation of Department-wide enterprise initiatives concerning administrative and health and safety issues, and will represent DTSC on high level, controversial, and complex policy and sensitive issues on behalf of the Director and CalEPA.

ADMINISTRATIVE OVERSIGHT - The CEA will be the principle administrator and advisor to the Director and Deputy Director for the Administration and Health and Safety programs regarding policy and resource allocation. The CEA will review and prepare administrative documents, including statistical reports and strategic plans. The CEA will have full delegated authority over all policy and resource allocations for these non-fiscal Administration programs. The CEA will oversee all administrative functions for these programs including personnel administration, developing policies for recruitment, hiring, training and development, evaluation and retention of staff, as well as field and workplace safety.

The CEA will review and approve responses prepared for signature by the Director and Chief Deputy Director pertaining to correspondence for areas under the CEA's discretion and represent DTSC in meetings with state, federal, or local governments and other forums.

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 Administration program plays an essential role in ensuring DTSC has the human resources and administrative support to enable the Department to deliver its statutorily-required programs and services. This includes the Department's Health and Safety program responsible for ensuring DTSC's compliance with CalOSHA and other field and workplace occupational safety and hazard mitigation requirements. The CEA will provide direction and oversight of policy, guidelines, workplans, and implementation of, among other things, field and workplace safety, exposure monitoring for field investigations and inspection activities, minimization of workplace hazards, medical monitoring surveillance program, and training on worker protection against workplace chemical, radio-nuclide, physical and other hazards, and disaster emergency planning.

The CEA, as a member of the Executive Management Team, will also be responsible for policy development and management of the DTSC non-fiscal Administration programs. This includes program areas that provide DTSC with administrative support throughout the State, including human resources, training, regional administrative services, and business services. Overall, these administrative programs are critical for enabling DTSC to achieve its mission and fulfill its Strategic Plan goals and objectives.

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, the Deputy Director for DTSC's Office of Administrative Services also oversees the Accounting and Financial Planning programs. However, DTSC's increasingly complex fiscal environment has necessitated the need to create a new position dedicated to providing fiscal policy guidance and oversight of DTSC's Accounting, Cost Recovery, Fiscal Planning and Procurement programs. Creating a new CEA position to serve as the Chief Financial Officer will help DTSC address its significant fiscal challenges which have been under intense legislative scrutiny, and provide the technical skill and expertise needed to transition to the statewide financial management system, FI\$CAL.

Per this request to revise the existing CEA position, the Deputy Director for Administration will continue to oversee, manage, and direct the non-fiscal programs under Administration, to include Human Resources, Business Services, Training, and a large statewide Regional Administration Program (49 positions) which provide a variety of administrative support to all DTSC staff that work out of nine offices located throughout the State. In addition, DTSC is proposing to realign the Department's Health and Safety Program, currently under the Safer Products and Workplaces Program, to Administration. The Health and Safety Program reports to a Supervising Industrial Hygienist. This change will allow the CEA to focus on complex and sensitive non-fiscal administrative matters and provide more efficient management and oversight of DTSC's critical Health and Safety Program. In this capacity, the revised CEA position will provide leadership and direction for resolving controversial and sensitive personnel and employee misconduct matters, as well as ensuring hazardous waste site safety procedures and practices are adhered to by DTSC staff.

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 serve as a member of the DTSC Executive Management Team and will be responsible for the development of Department-wide administrative policies, as well as health and safety policies, for DTSC's program areas to support and facilitate accomplishment of DTSC's primary mission and strategic goals. The CEA will consult with and provide expert personnel management consultation and technical advice to the Director, Chief Deputy Director, and Executive staff. The position will be responsible to plan, direct, evaluate, manage and establish administrative and occupational health and safety strategic priorities for the Department. Specifically, the CEA's policy roles include, but are not limited to, the following:

1. Human Resources - The CEA will serve as the principle policy maker for Human Resources compliance with Government Code, Labor Code, Federal and State laws, CalHR and State Personnel Board (SPB) rules, State Controller's Office (SCO) business practices, and collective bargaining contracts. These responsibilities include providing leadership and direction for classification and compensation change proposals, organizational restructuring decisions, recruitment and retention strategies, employment examinations, performance management, employee training and development, benefits and transactions, disability management and leave administration, telework, labor negotiations, and workforce and succession planning. In addition, the CEA will provide direction on decisions pertaining to employee misconduct and violations of policy. In this capacity, the CEA will identify appropriate disciplinary and remedial measures following the identification of misconduct and violations of policy which may result in policy changes throughout the Department or the impacted program area, while ensuring adherence and compliance with State civil service rules and regulations.

As a component of Human Resources, the CEA will provide leadership and direction to the Department's Office of Training to ensure compliance with mandatory employee training and licensing requirements. This includes DTSC's commitment to strengthening its workforce, developing aspiring leaders, and complying with recently enacted legislation expanding the mandatory performance management training requirements for all supervisors and managers. In addition, the CEA will direct the development and update of the Department's Workforce and Succession Plans. This includes ensuring DTSC's Workforce and Succession Plans reflect the Department's commitment to recruiting and retaining a highly skilled and diverse workforce, as well as providing strategic initiatives to mitigate workforce challenges to meet the Department's current and future workforce needs.

2. Health and Safety - The CEA will serve as the principle policy maker for the Department's Health and Safety Program to ensure compliance with State and Federal occupational safety and health laws and regulations, including CalOSHA requirements. The CEA will provide leadership and direction to the Health and Safety Program responsible for ensuring that all DTSC employees wear protective equipment and clothing that meets certain performance requirements and standards when conducting field or laboratory activities that could result in an injury and/or chemical exposure. This includes ensuring that all personal protective equipment and clothing used by a DTSC field and/or laboratory employee meets American National Standards Institute (ANSI) and/or the American Society for Testing and Materials (ASTM) standards. In addition, the CEA will provide consultation to the Director and Chief Deputy Director on a variety of highly complex and sensitive organizational, safety and health, injury and illness prevention, as well as public health and environmental protection subjects. Further, the CEA will develop initiatives for improving, among other things, hazardous waste site safety procedures and practices, the Department's field Medical Monitoring program, and disaster emergency planning.

3. Business Services and Regional Administration - The CEA will serve as the principle policy and strategic decision maker to improve DTSC's transparency, accountability, and delivery of its business and regional administrative services. This includes establishing metrics for performance tracking, as well as developing and providing short and long term strategic direction for these programs in order to support the Department's goals, strategic objectives, and performance measures.

C. ROLE IN POLICY INFLUENCE (continued)

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

The scope of the CEA decision-making authority will be over the Department's human resources, business services, regional administration, and health and safety program areas. This will include setting performance metrics, changing and creating administrative, as well as health and safety policies and procedures, aligning resources and staff to meet the Department's objectives, reorganizing outdated team units, and procuring new software and technologies to support tracking of DTSC's administrative, medical monitoring, and employee development and training goals and objectives. The CEA will have full decision-making authority in these program areas and will act as an advisor to core and support programs when reforms to those program areas are necessary. In this capacity, the CEA may develop and implement statutory and regulatory changes or process improvement initiatives to increase the level of service and ensure DTSC compliance with laws, rules, and regulations.

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

The CEA will formulate, develop, and implement new Department-wide administrative policies and procedures and update existing administrative policies and procedures, as required.

The CEA will provide leadership and direction to incorporate new requirements, health and safety standards, as well as regulatory and statutory changes into DTSC's enterprise policies and procedures. This includes formulating and implementing risk mitigation strategies for DTSC's injury and illness prevention program to ensure compliance with field and workplace protection and safety requirements.