

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

March 1, 2024

2. Department

Housing and Community Development

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

Legislation Division

4. CEA Position Title

Assistant Deputy Director for Legislation

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

The Assistant Deputy Director of Legislation in the Legislation Division serves as a principal advisor to the Director, the Chief Deputy Director, and other senior Agency staff on legislative policy matters associated with the Department of Housing and Community Development (HCD). The Assistant Deputy Director is responsible for providing executive level policy and strategic guidance and independent decision making on both substantive and procedural legislative policy matters, and is responsible for assessing key legislative issues impacting the Department, and making recommendations to Department and Agency leadership for future action.

6. Reports to: (Class Title/Level)

8

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*): Reports to and Advises the Deputy Director for Legislation, the Departments top leader on Legislative affairs. Has frequent contact with the Executive Management Team on Legislative impacts.

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.

Assists the Deputy Director in planning, organizing, and directing the operation of the Department's Legislative Division. This consists of helping the Deputy Director manage the operations of the Division; serving as the first-line supervisor of one Staff Services Manager II and second-line supervisor of the analytical staff. Assists in providing direction to all staff in completing bill analyses and related assignments; reviewing and approving work.

Assists the Deputy Director in performing the following tasks: 1) developing legislative proposals on state housing issues, coordinates responses from the Business, Consumer Services and Housing Agency and departmental staff on legislative bills, 2) represents HCD and negotiates legislative language on its behalf, 3) alongside the Deputy Director, makes recommendations to the Director, Business, Consumer Services and Housing Agency and Governor's Office on how the Administration should address and respond to legislation and policy activities in the area of housing and community development, 4) monitors and helps coordinate responses to budget issues impacting HCD.

Alongside the Deputy Director, acts as liaison to the Legislature, State, city and local government entities and other special interest groups. Represents HCD via development of written materials reflecting departmental positions, policies, and goals to State, city and local government organizations on behalf of HCD. Identifies significant policy issues within the Department's Programs. Communicates departmental policy positions to various programs within the Department. Prepares reports and responds to inquiries from interested parties, including members of the Legislature, other governmental agencies, and the general public regarding the activities of the Division and Department.

Provides direct supervision to subordinate manager and indirect supervision to the Divisions staff. Hires, trains, and evaluates staff; resolves performance and discipline issues; plans, organizes, and directs the work of the Division; reviews and approves the work of staff; and plans projects and day-to-day work of the Division. Ensures office milestones are met.

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 CEA will serve as Assistant Deputy Director over the Department of Housing and Community Development's Division of Legislative Affairs. The CEA will be responsible for assisting the Deputy Director in developing and disseminating HCD policy as well as planning, organizing, and directing the operation of the HCD's Legislative Division. The CEA is also a member of HCD's senior leadership team and is involved in all major decision-making and planning pertaining to HCD legislative policy.

The CEA's work will consist of helping the Deputy Director manage the operations of the Division; serving as the first-line supervisor of one Staff Services Manager II and second-line supervisor of the analytical staff. Assisting in providing direction to all staff in completing bill analyses and related assignments; reviewing and approving work. The CEA will also develop legislative proposals on state housing issues, coordinating responses from the Business, Consumer Services and Housing Agency and departmental staff on legislative bills, 2) represent HCD and negotiates legislative language on its behalf, 3) alongside the Deputy Director, makes recommendations to the Director of HCD, Business, Consumer Services and Housing Agency and Governor's Office on how the Administration should address and respond to legislation and policy activities in the area of housing and community development and 4) monitor and helps coordinate responses to budget issues impacting HCD.

HCD is an 1,300+ person department with a multi-billion dollar annual budget (ranging from \$1.5-\$2.7 billion in recent years) with responsibility for increasing the supply of affordable places to live in California, preserving affordable homes, protecting mobilehomes and manufacture home owners, overseeing the health and safety of all Californians through Building Standards and Code Adoption, ensuring that the state plans for a housing, and creating effective solutions to the housing crisis through policy and research.

In 2023 HCD's legislative portfolio was the largest among all state departments with over 250 bills introduced and 75 enrolled bill reports that must be individually acted upon consistent with legislative deadlines and Administration policy. Each bill requires HCD staff to engage with the Department's multiple divisions, California Business, Consumer Services and Housing Agency (Agency), and the Governor's Office (GO) on internal policy discussions, stakeholder and sponsor meetings with the Author, policy direction and feedback on technical assistance, and proposed amendments, and recommendations to the Director, Agency and the GO for signature or veto. Based on this significant workload, it is critical that this position be filled by a CEA who can provide independent oversight and policy direction in the formulation of legislative policy.

The CEA will have frequent and ongoing contacts with the GO, Agency and Departmental leadership, executive staff, members of the Legislature and their legislative staff, legislative committees, the Department of Finance, the Legislative Analyst's Office, community groups, and other stakeholder organizations. The CEA is also responsible for serving as a designee for the Deputy Director, as necessary.

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.

Since 2018, HCD has grown by over 500 positions and its budget tripled as the Legislature's interest in housing issues has grown. For instance, in the 2017-18 budget, HCD was authorized to hire 838 positions with a budget of \$453 million, that has grown to 1,318 position and a budget of \$1.51 billion in the Governor's proposed 2024-25 January Budget. Similarly, HCD's legislative workload doubled with the number of enrolled bills growing from 31 in 2017 to 75 in 2023. With such significant budget growth and legislative interest in the work of the Department, HCD needs a dedicated position with the technical skill and expertise to provide sound policy guidance and oversight in an increasingly complex legislative environment as HCD's responsibilities continue to grow.

The purpose of this request is to seek approval for the creation of an Assistant Deputy Director to ensure continuity for HCD's legislative division and sustained management and oversight across different administrations, while maintaining flexibility for HCD Executive Management as an "at will" appointment. In addition, the CEA classification is anticipated to produce a larger and more experienced candidate pool compared to other classification levels. This request only includes a minor change in organizational structure, essentially creating a reporting level between the existing staff services manager II and the CEA while all will continue to report to the Deputy Director.

Without a CEA position, the Legislative Affairs Division will continue to be understaffed compared to its counterpart Departments while being responsible for one of the largest bill portfolios in the State. HCD will also not gain critical capacity necessary to carry out key legislative functions in furtherance of HCD's strategic mission and mandate. And, as bill loads continue to grow, it may ultimately cause HCD to fail to meet requirements of the existing statutory mandates HCD is tasked with implementing and overseeing.

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.

This position will provide direct management, including independent decision-making and guidance to support HCD in developing legislative policy in furtherance of the Administration's policy priorities. As an active member of HCD's management team, the CEA position has a major role in the development, implementation; and evaluation of the HCD's policies and program direction pertaining its overall mission, including responsibility to evaluate, advise, and provide assistance to the Director and Deputy Director on:

HCD's legislative portfolio is one of the largest in the State, inclusive of approximately 250 pieces of legislation each year, necessitating hundreds of bill analyses and up to 75 enrolled bill reports that must be individually acted upon consistent with legislative deadlines and procedures. Each bill requires the Legislative Division to engage with the Department's multiple divisions and the GO on internal policy discussions, stakeholder and sponsor meetings with the Author, policy direction and feedback on technical assistance, and proposed amendments, and recommendations on the bill that must be approved by the Director and are sent to Agency and the GO. Based on this significant workload, it is critical that this position be filled by a CEA who can provide independent oversight and policy direction in the formulation of legislative policy.

These efforts will require the CEA to ensure accurate legislative policy communications between multiple divisions, Agency, and the GO on Administration policy positions on legislative proposals, bill analyses, and enrolled bill reports. The CEA will provide policy input on HCD legislative policy issues, and will have frequent contact with HCD executive leadership, and other senior staff on formulating and operationalizing legislative policy. Moreover, the CEA will be responsible for directly negotiating policy positions, legislative amendments, and represent HCD in meetings with members of the Legislature, legislative staff, and stakeholders.

The Division serves as the HCD's first point of contact for programs and legislative staff on issues related to bills and legislative intent. There are numerous situations in which the Division assists programs including: bill proposal review and resolution of various policy issues. The type of assistance can be anything from bill proposal framing, to assistance in a meeting of stakeholders on a policy issue.

The CEA will be responsible for assisting the Deputy Director in ensuring new legislation relating to HCD's work has been properly reviewed and analyzed for consistency with HCD's mission and goals regarding the promotion of safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians. An example of specific legislation in which the CEA played a vital role was in negotiations over the Surplus Lands Act which requires the Department to enforce a bill that creates a right of first refusal for affordable housing developers to surplus public lands. The Department played a critical role in balancing legislative interest in creating more predictability and flexibility for the act while maximizing the bill's potential for promoting the development of affordable housing on surplus public land.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will have broad decision-making authority in the development, implementation, and evaluation of HCD's legislative direction pertaining to the HCD's overall mission, including responsibility to evaluate, advise, and provide assistance to the Director, Chief Deputy Director, Deputy Director, Agency and the GO. The CEA will participate in meetings, hearings, or be involved in other activities related to issues concerning HCD's mission including meeting with Legislators and their staff as well and the public.

The CEA will function as a top administrative advisor to the Deputy Director, Director, Chief Deputy Director on issues relating to the Legislative Division. This position will be responsible for assisting the Deputy Director in implementing legislation through policy formulation and program development. The CEA makes independent decisions on a myriad of time-sensitive requests and determines items to be elevated to the Deputy Director, HCD leadership, Agency and the GO.

The CEA will brief the Deputy Director, Chief Deputy Director, the Director, and Agency on priority legislation, inclusive of providing recommendations for legislative policy development and negotiations on sensitive topics involving the Legislature, Legislative Analyst's Office, and external stakeholders.

Alongside the Deputy Director, the CEA will act as liaison to the Legislature, State, city and local government entities and other special interest groups. Represents HCD via development of written materials reflecting departmental positions, policies, and goals to State, city and local government organizations on behalf of HCD. The CEA will also identify significant policy issues within the Department's Programs. Communicates departmental policy positions to various programs within the Department.

The CEA will provide direct supervision to subordinate manager and indirect supervision to the Divisions staff. This position will be responsible for helping to hire, train, and evaluate staff; resolve performance and discipline issues; planning and organizing, the work of the Division; reviewing and approving the work of staff; and planning projects and day-to-day work of the Division ensuring that milestones are met.

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

Yes, the CEA will be responsible for developing new policy by providing both procedural and substantive guidance and strategy in furtherance of Administration policy positions on legislative proposals, bill analyses, and enrolled bill reports. This work will be accomplished under the CEA's leadership and decision-making authority spanning HCD's multiple divisions. The CEA will also provide advice, recommendations, and guidance to DCA's Executive Office, Agency and the GO and will work in conjunction with them and other outside state and local governments to accomplish the policy goals and objectives of HCD.