

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

09/29/2023

2. Department

32nd District Agricultural Association

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

OC Fair & Event Center

4. CEA Position Title

Chief Administrative Officer

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

Under the direction of the Chief Executive Officer (CEO) of the 32nd District Agricultural Association (the District), the Chief Administrative Officer (CAO) serves as the principal policymaker responsible for managing, providing leadership, and developing, implementing and recommending policy for the District's administrative functions. These functions include fiscal operations, financial budgets and forecasts, accounting and financial reporting, human resources, payroll, contracting, purchasing, insurance and risk management, information technology, ticket sales and cash control. Fiscal integrity and effective administration of the organization's resources are critical to the District's fulfillment of its mission.

The CAO is a key member of the Executive Management team and is involved in all major decision making and planning.

6. Reports to: (Class Title/Level)

Secretary-Manager VII

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 position reports directly to the first organizational level, the CEO (Secretary Manager VII). Under the direction of the CEO, this position functions as the Chief Administrative Officer of the District. The CAO is responsible for the overall policy development and management of the District's fiscal operations, financial budgets and forecasts, accounting, financial reporting, human resources, payroll, contracting, purchasing, insurance and risk management, information technology, ticket sales and cash control functions. As a member of the Executive Management Team, the CAO has input on the formulation of DAA policies for the entire organization, may act for the CEO in their absence, and is involved in all major decision making and planning. Specific responsibilities include, but are not limited to:

- Initiate, recommend and implement policies for the administrative functions
- As a member of the Executive Management Team, guide and influence long-term and strategic decision making
- Exercise full management responsibility for the District's administrative functions
- In support of the District's mission, guide the development of the vision and strategy for the organization, and ensure implementation of organizational vision and goals in the administrative departments
- Play a key role in Initiating the development, communication and implementation of effective growth strategies for the organization
- Monitor progress on goals and ensure accountability for achievement
- Provide ethical executive leadership and counsel to administrative departments
- Lead with a strong people-centered approach
- Establish and monitor proper operational and financial controls to ensure proper stewardship of assets
- Continuously improve efficiency by facilitating ongoing review and enhancement of operating processes and procedures
- Provide timely, accurate and complete reports to executive management and the Board of Directors on the financial and administrative functions of the organization
- Clearly present financial reports and other information to the Board of Directors
- Serve as a chief advisor to the CEO on organization-wide policy issues
- Act for the CEO in their absence, along with other members of the Executive Management Team
- Advise others in the organization on administrative issues
- Represent the District by developing contacts and relationships with state agency officials, fair industry colleagues, community officials, business partners, customers and the public
- May represent the District on regional and statewide committees and boards
- Provide oversight of the accounting, finance, cash operations, purchasing, contracts, risk management, asset management, human resources, admissions, ticket sales, and information technology functions
- Maximize employee development by communicating clear objectives, monitoring performance, and coaching and counseling as needed

**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 District is an entirely self-funded entity, receiving no General Fund or taxpayer support. To deliver on its mission, the District must maintain an intense focus on effective stewardship of its assets and resources. The CAO provides critical leadership and policy oversight to ensure that financial resources, physical resources and human resources are in place and effectively utilized in support of the District's mission. Consequence of error carries a high impact by adversely affecting the District's ability to operate and achieve its goals.

**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 CAO position has been in place for a number of years, under the Deputy Secretary-Manager, DAA classification. It is our understanding that this classification is to be abolished statewide. The District plans to reclassify the existing Deputy Secretary-Manager, DAA position to CEA Level A. The CEA Level A classification maintains equity with other Executive Management Team members in our organization and in comparable organizations.

### **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 CAO exercises independence and authority in developing, implementing, directing and evaluating the District's administrative policies and programs. A few specific examples include, but are not limited to:

#### **Human Resources**

The CAO serves as the principal policy maker for Human Resources compliance with Government Code, Labor Code, Federal and State laws, CalHR and State Personnel Board rules, and collective bargaining contracts. The CAO monitors changes and new developments in these areas of law and regulation, and initiates updates to District policies as needed. In addition, the CAO is responsible for identifying and developing policies in response to organizational workforce challenges, such as: hiring policies, including anti-nepotism; telework and alternate work schedules; meal and rest periods; discrimination and harassment; employee health and safety programs to minimize the risk of workplace injury or illness, including ongoing management of COVID-19 policies and procedures; recruitment and retention; performance management; leave administration; and succession planning.

#### **Accounting/Finance**

The CAO serves as the principal policy maker for all accounting and finance operations, responsible for the effective stewardship of District resources with accountability and transparency. The CAO will monitor changing federal and state laws as well as regulations and guidelines from the Department of Food and Agriculture, the Department of Finance, the State Controller's Office and the State Auditor for any impact on the District's policies and operating procedures. The CAO is responsible for identifying and developing internal policies to ensure effective financial controls, including expenditure approval; payment approval; budget administration and accountability; and investment and cash flow planning. As the District is responsible for processing its own payroll, it is critical that related state and federal laws are correctly implemented. Additionally, the District's operations include a sizable retail component. As an example, over \$10 million of physical cash is processed by the District each year, mostly during the 1-month period of the annual fair event, requiring sound custody and control policies in order to safeguard this asset.

#### **Information Technology**

The CAO serves as the principal policy maker for the District's information technology function. Conditions and best practices in this area are continually evolving, and the CAO responds by developing, implementing and updating policies in response to these changes. Areas of information technology policy include internal and external security; employee use of computing resources; network and application access; anti-SPAM laws and regulations; customer privacy; and protection of consumer financial information.

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

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

As a key member of the Executive Management Team, the CAO participates in most major decisions affecting the District. Many broad-reaching policies require approval from the CEO, and in some cases, the District's Board of Directors. The CAO will have decision-making authority within the administrative functions. The CAO will also have sole authority to approve certain expenditures in accordance with specific District policy.

In the absence of the CEO, the CAO may be called upon to make final decisions on urgent and sensitive matters. The CEO's financial authority may, in their absence, be delegated to the CAO.

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

Both. The CAO will be responsible for continually reviewing and modifying existing policy that governs the operations of the organization, but will also be instrumental in developing and implementing new policies as new laws and regulations are enacted, and as the business evolves to meet changing circumstances, opportunities and threats.