

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

November 21,
2023

2. Department

Governor's Office of Planning and Research

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

Strategic Growth Council / Equity and Government Transformation

4. CEA Position Title

Deputy Director of Equity and Government Transformation

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 Executive Director, the Deputy Director for Equity and Government Transformation is responsible for providing planning, leadership, and strategic direction for the Strategic Growth Council (SGC). This position is responsible for program leadership, oversight, and management of SGC's equity, capacity building, and research portfolio including the Community Assistance for Climate Equity (CACE), Health and Equity (HEP), Climate Change Research (CCR) programs as well as any additional programs and special initiatives aligned with capacity building, research, and equity. The Deputy Director of Equity and Government Transformation is responsible for inter-agency coordination, policy development, and accountability to the SGC Council on key policy priority areas around capacity building and racial equity.

6. Reports to: (Class Title/Level)

Executive 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.

General Duties:

- In coordination with the Executive Director and the Council, provide planning, leadership, and strategic direction for the SGC organization as a whole.
- Assist the Executive Director in the formulation and development of relevant policies, including legislative analysis, budget, and new opportunities for funding to deploy SGC's programs and models.
- Serve as SGC policy and/or coordination lead on capacity building, racial equity, and research, inter agency groups, committees, as assigned by the Executive Director.
- The DDEGT acts as the principal "capacity building, community readiness, and racial equity advisor" on state policy matters to the Executive Director and the Council.
- As a member of the SGC Senior Leadership Team, work closely with the Council, Executive Director and peers on strategy, development, and implementation of SGC 4-year Strategic Plans and Annual Action Plans.
- Represent and extend SGC's impact - alongside the Executive Director - representing the organization at relevant conferences, legislative hearings, and with external partner organizations.
- Oversee development and maintenance of strong public-private partnerships with local government, community-organization, and other private sector organizations in order to build capacity in California communities.

Executive Director Support and Organizational Leadership

- Be responsive to any requests from the Executive Director and Council members, the legislature, staff, the public, and other government agencies concerning SGC programs, Equity and Government Transformation related initiatives, and organizational management needs.
- Have a 360-degree understanding of the priorities and activities of the Council, the Executive Director, and SGC staff.
- In coordination with Communications and External Affairs Officer, represent the Administration and SGC in external events and engagements. Interact with key public officials, stakeholders, and philanthropic partners involved in planning, programming, funding, and delivering SGC programs and projects.
- Support fundraising efforts and provide testimony at legislative and budgetary hearings as needed.
- Support the Executive Director in strategically positioning the organization to expand and promote various models and approaches across different Equity and Government Transformation portfolio programs. Build coalitions, partnerships, and new initiatives to advance SGC's strategic mission.
- Support Council briefings, key staff and SGC staff meetings as needed.
- Establish new processes, systems, and workflows to respond to Council, Legislative, and organizational priorities. Establish and standardize policies and procedures for SGC operations and program planning.
- Provide leadership and direction on SGC's equity related work including the Racial Equity Action Plan.

Program Direction and Oversight

- Provide planning, leadership, and strategic direction for all Equity and Government Transformation portfolio programs.
- Ensure all funding administered by or allocated to SGC are directed to projects in accordance with statute, with a focus on increasing access to and removing barriers faced by disadvantaged and under-resourced communities.
- Interact as necessary with key public officials, stakeholders, and philanthropic partners involved in planning, programming, funding, and delivering SGC programs and projects.
- Position Program Managers as key program leaders and decision makers with appropriate levels of oversight, support, and direction.
- Stay current on state-wide policies and initiatives related to equity, public health, community development, environmental justice, procedural equity, and other key topics involved in or pertaining to the Equity and Government Transformation portfolio.
- Host leadership check-ins with inter-agency partners including but not limited to members of the Health in All Policies Taskforce, Racial Equity Workgroup, Capitol Collaborative on Racial Equity, and other inter-agency bodies.
- Develop and track interagency agreements, manage workload projections, and coordinate activities amongst inter-agency partners.
- Supervise CACE, HEP, and CCR Programs Managers and other staff assigned to support work related to the Equity and Government Transformation portfolio.
 - o Provide clear direction, timelines, and expectations.
 - o Develop overarching programs work plans and support managers in developing detailed roles and responsibilities for staff.
 - o Work with program managers to develop program level strategic plans that include workload analyses, hiring justifications, and future funding need analyses. Lead development of BCPs and other funding requests.
 - o Conduct performance review and individual development plans.

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 mission of SGC is to coordinate and work collaboratively with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians.

The DDEGT will have familiarity and mission alignment with SGC's core areas of work, including community development and urban/local planning, climate-resilient infrastructure investment, conservation, health equity, capacity building, research, racial equity and environmental justice, and government transformation. The DDEGT should have a broad understanding of state and local government functions and public funding and planning mechanisms. The DDEGT should be creative and innovative, actively seeking ways to use SGC's approach of ideate / incubate / scale to help solve big picture challenges in California. The DDEGT must have a commitment to serving California's diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

Intended outcomes include new and expanded policies, grant programs, and inter-agency initiatives that scale the state's work to invest in and support capacity building, community-led research, health and racial equity, and government transformation that increases access to state resources. In addition to providing executive level leadership, vision, and management of three grant and policy programs this position is tasked with the leading the Council's work to implement two key resolutions on furthering racial equity and increasing capacity building and removing barriers to access. EO N-16-22 calls for all agencies to do more to address "unequal starting points" in community. This position represents a statewide leadership role to support efforts to increase funding access and transform government to more effectively partner with communities.

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.

This position is currently held by an incumbent with the title of Deputy Director of Equity and Government Transformation. This transition from an exempt role to a civil service classification is consistent with the Office of Planning and Research's transition to civil service.

More broadly, the State of California including the entirety of the SGC Council has identified work in capacity building, health and racial equity, and community-led research to be critical in meeting the state's overlapping climate, equity, economic development, and effective governance goals. As communities throughout California work to access historic funding and build the long term conditions for success around policy alignment, partnership development, technical expertise, and community engagement, this position is critical for supporting efforts within SGC and across state government.

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.

- Serve as SGC policy and/or coordination lead on partnerships with community-based organizations, inter-agency groups, committees, and acts as the principal “capacity building, health and racial equity, and community-led research advisor” on state policy matters to the Executive Director and the Council. The key functions are consistent with the emphasis of these topics within the SGC 4-year strategic plan.
- Serve as inter-agency lead on capacity building, health and racial equity, and government transformation. SGC’s base statute authorizes the organization to convene state and non-state partners with the purpose of coordinating policy, programming, funding, and other solutions necessary to advance and meet the States’ goals of healthy, thriving communities.
- Serve in lead capacity for SGC on all matters related to capacity building, technical assistance, health and racial equity, and research. Serve as the point of contact on all state inter-agency, regional, and local collaboration related to the portfolio, including budgeting and partnerships, contract/vendor management, and coordination among SGC council members and Governor’s office stakeholders.
- Serve as a lead on all efforts related to SGC Council Priorities 1 and 2 Resolutions to advance racial equity and scale capacity building. Convene multi-agency work groups, liaise with the Governor's Office and Department of Finance, and coordinate with external entities to develop new policies, programs, guidance, and tools related to these high priority topics.

C. ROLE IN POLICY INFLUENCE (continued)

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

The DDEGT will provide the required leadership, authority and consolidation of duties to ensure effective implementation of deep expertise in partnership formation, external engagement strategy, coalition building, environmental justice, and government transformation.

The DDEGT will oversee mission alignment with SGC's core areas of work, including community development and urban/local planning, climate-oriented infrastructure investments, conservation, health equity, and government transformation. The DDEGT will have a broad understanding of state and local government functions and public funding and planning mechanisms. The DDEGT will also be responsible for millions of dollars of State funding going to transformative, multi-sector climate mitigation, adaptation, and resilience projects in under-resourced communities.

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

Working closely with the Executive Director, the DDEGT position will interpret existing policy and lead the effort to propose new policies for implementation. The DDEGT will also be responsible to develop and implement new and existing policies. Implementing existing policies will be based on Council request, statutory mandates, policy support, special projects, and interagency coordination.