

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

2023-02-25

2. Department

Governor's Office of Planning and Research

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

Enterprise Operation Services

4. CEA Position Title

Assistant Deputy Director of Administration

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

Under the general direction of the Deputy Director of Administration, the Assistant Deputy Director of Administration is responsible for the day-to-day administration of all activities related to Fiscal Services, Budgets, Grant Administration, and Acquisitions (non-IT Contracts, IT Contracts and Procurements), including substantial participation in the formulation, operation, evaluation, and implementation of policies, processes, practices and reporting related to budget, grants, and acquisitions (IT and non-IT Contracts and Procurements). The Assistant Deputy Director of Administration works closely with the Director and Executive Directors of California Volunteers (CV), Strategic Growth Council (SGC), State Planning and Policy Development (SPPD), and Office of Community Partnerships and Strategic Communications (OCPSC), Racial Equity Commission (REC) and Youth Empowerment Commission (YEC) to develop policies affecting all internal programs and activities and consults with the Executive Office, management, and staff on fiscal matters.

6. Reports to: (Class Title/Level)

Deputy Director of Administration/1st

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): Provides direct consultation regarding fiscal management and implementation of \$1.2b programs

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.

Lead the Administrative Services Division in facilitating high-level policy formulation and decision-making processes, ensuring the strategic utilization of budgetary, grant implementation, IT procurement, non-IT procurement and contracting functions. Apply tools and principles effectively to align with OPR's business needs and objectives.

Serve as the representative of OPR, CV, OCPSC, SPPD, REC, and YEC in engagements with control agencies such as the Department of Finance, Department of General Services, and Legislative Analyst Office. Interface with employees and stakeholders to address a spectrum of fiscal issues and activities. Responsible for administering all pertinent laws and regulations governing Budgets, Grant Administration, IT Procurement, Non-IT Procurement, Contracting, and Business Service Management. As a leader of subordinate managers, spearhead the development, management, and implementation of policies, procedures, and tools that effectively fulfill responsibilities, prioritizing a commitment to delivering high-quality customer service.

Develop, implement, monitor, and report on internal controls to promote adherence to laws and regulations. Develop and use metrics that indicate a baseline of the effective delivery of services to staff and a measurement of progress over time. Identify, develop, and implement work-tracking tools to monitor success and identify barriers facing the division.

Serve as the principal advisor to the Deputy Director of Administration and Executive Directors on matters related to Fiscal functions and activities. Maintain continuous awareness and knowledge of current changes and trends that impact the department's programs, such as changes in laws and regulations, court cases, and proposed legislation changes. Provide consultation, advice, and recommendations to all levels of departmental staff in the interpretation and implementation of statewide policies and procedures related to the fiscal. Collaborate closely with Executive Directors to provide seamless and well-coordinated services. Participates in developing program implementation plans and other long-range planning and policy development activities and personally handles the most sensitive matters.

Lead strategic planning for Administrative Services.

Work collaboratively within the Administrative Services Division to identify and jointly implement fiscal responsibilities for OPR policy goals set by executive order, statute, or governing rules. Manage operations, competencies, and performance by continuously seeking process improvements in organizational policies and programs, department budgets, and the assessment and forecasting of department fiscal needs.

Develop a customer service model, with both an internal and external orientation, that provides OPR managers, supervisors, and employees assistance and guidance in processing all fiscal transactions.

Oversee, guide, and direct the development and implementation of workforce and financial management activities for OPR, including financial management, budgeting, contracting and procurement, project management, facility management, and cost monitoring. Serve as a steward of OPR's core values, as well as diversity, equity, and inclusion.

Act as a backup for the Deputy Director of Administration, as needed, in the areas of Fiscal operation and perform other job-related duties as required.

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: OPR is the State's Comprehensive Planning Agency. OPR studies future research and planning needs, fosters goal-driven collaboration, and delivers guidance to state partners and local communities, with a focus on land use and community development, climate risk and resilience, and high road economic development.

Serve as the principal advisor to the Deputy Director of Administration and Executive Directors on matters related to fiscal functions and activities. Maintain continuous awareness and knowledge of current changes and trends that impact the department's programs, such as changes in laws and regulations, court cases, and proposed legislation changes. Provide consultation, advice, and recommendations to all levels of departmental staff in the interpretation and implementation of statewide policies and procedures related to the fiscal. Collaborate closely with Executive Directors to provide seamless and well-coordinated services. Participates in developing program implementation plans and other long-range planning and policy development activities and personally handles the most sensitive matters.

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 Governor's Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research, policy development, legislative analysis, and constitutes the comprehensive state planning agency. OPR formulates long-range state goals and policies to address land use and planning, climate risk and resilience, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR carries out its mandates through the State Planning & Policy Development, California Education Learning Lab, California Initiative to Advance Precision Medicine, Military Affairs, California Volunteers, Strategic Growth Council, and Office of Community Partnerships and Strategic Communications programs, and most recently, Racial Equity Commission and Youth Empowerment Commission. There is a wide breadth of programs housed at OPR, including but not limited to climate, resources, education, health and human services, and general government administration.

OPR has grown significantly in staff and programs over the last several years. In the last seven years, OPR has seen 223% growth in budget authority. In addition, within each of the major budget programs, there are specific units, grant programs, and outreach and engagement programs requiring unique administrative support.

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.

Fiscal Compliance: The Assistant Deputy Director of Administration will service as the principal policy maker for all finance and budgeting operations, responsible for effective stewardship, and ensure fiscal transparency. This position is responsible for developing internal policies to establish effective financial controls to adhere to state and federal laws, including but not limited to expenditure approval, budget administration and accountability.

Grant Administration: The incumbent will be the principal policy maker for policies related to the administration of state funds by way of grants to partnering agencies, local workforce boards, and non-profit agencies. The incumbent will create policy pertaining to funding agreements for grant programs by reviewing existing legislation and funding guidelines, current OPR and State policies and processes around grant management and distribution, identifying gaps in those policies, and developing new systems and guidelines for OPR, its partner agencies, and its grantees.

Economic Equity First Action Plan: The incumbent will lead efforts to assess OPR's procurement process and resources annually to ensure an accessible, transparent, and accountable process. It is imperative to measure progress towards our goal of enhancing the participation of small, minority, women, LGBTQ+ owned, and disabled veteran businesses in OPR's procurement activities.

Collaboration and Coordination: The Assistant Deputy Director of Administration plays a key role in coordinating and collaborating with other state agencies, departments, and organizations to achieve efficient program implementation. They have the authority to negotiate and make decisions that further agency coordination.

Crisis Management: In the absence of the Deputy Director of Administration or during times of crisis, the Assistant Deputy Director of Administration has the authority to make critical decisions to address urgent issues.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Assistant Deputy Director of Administration exercises high-level policy and decision-making authority for statewide programs and support functions. This position has authority and extensive involvement in the formulation and implementation of policy, procedures and programs related to the budgeting, grant administration, and acquisitions across the four branches of OPR and two Commissions. The Assistant Deputy Director serves as a high level policy adviser and expert of fiscal and budgetary matters that impact the department's \$1.2 billion budgeted programs.

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

This position will develop, recommend, and implement new policy as well as interpret, modify and execute existing policy. New policy will be developed as required to meet the budgetary needs of OPR, in response to State and federal law/regulation changes impacting the legislative or court mandates, audit findings and resultant corrective action plans, and/or collective bargaining agreements. Existing policy will be reviewed and updated as required, commensurate with program changes within OPR, and external changes impacting California state government.

The Assistant Deputy Director advises with planning and administration. In this capacity, this position provides insight and policy recommendations to the Deputy Director of Administration; and other members of the Executive Office, as well as develops and maintains a positive business relationship with control agencies and external stakeholders.