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**
   2022-02-14

2. **Department**
   Sacramento-San Joaquin Delta Conservancy

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

4. **CEA Position Title**
   Deputy Executive Officer

5. **Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)**
   
   The Deputy Executive Officer is responsible for oversight, operations, management, and forecasting of the Conservancy and staff and has significant responsibility for establishing and implementing policies, programs, plans, and procedures. This position leads the Conservancy team toward establishing and accomplishing goals and objectives that are in concert with the Conservancy’s enabling statute, strategic plan, and applicable state policies.

6. **Reports to: (Class Title/Level)**
   
   Executive Officer (Exempt)

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)
9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Deputy Executive Officer is responsible for oversight, operations, management, and forecasting of the Conservancy and staff; and has significant responsibility for establishing and implementing policies, programs, plans, and procedures. As a member of the Executive Management Team this position advises the Executive Officer on all matters relating to the Conservancy’s operations. The Deputy Executive Officer ensures Conservancy compliance with all applicable State and federal administrative, fiscal, purchasing, and personnel, and other relevant areas of law and policy. This position leads the Conservancy in establishing and accomplishing goals and objectives that are in concert with the Conservancy’s enabling statute, strategic plan, and applicable state policies.

This position develops an annual Implementation Plan that establishes organizational goals for the year and guides managers in its implementation and their development of annual work plans.

With the Executive Officer, the Deputy Executive Officer serves as a primary point of contact for the conservancy for representatives of the Governor’s administration, legislators and legislative staff, the media, and the public. The Deputy represents the Conservancy and collaboratively engages with all levels of government and stakeholders and the public in guiding the Conservancy’s planning and implementation of policies and initiatives and serves as a point of contact for audits. This position acts for the Executive Officer in their absence.

This position is responsible for assessing and addressing organizational risk and developing the State Leadership Accountability Act Report, establishing policies and practices related to emergencies and continuation of operational plans and development of the Conservancy Continuity Plan, and develops other high-level policy and program documents.

This position establishes and implements policy related to internal Conservancy operations such as: contracting and purchasing policies to meet State Contracting Manual and statutory mandates; human resource-related policies (e.g. reasonable accommodation; workplace violence; nepotism; illness injury prevention; workplace safety; and discrimination, harassment, and retaliation; upward mobility; etc.) to meet Government Code, State Administrative Manual, and CalHR mandates; and operational policies such as those for telework, emergency operations, travel, health and safety, information technology, and fiscal operations in order to fulfill statutory, control agency, and governor’s executive order mandates.

The Deputy also establishes and implements policy that affects stakeholders and partners such as policy related to: award and administration of grant funding; tribal consultation; communications and media relations; diversity, equity, and inclusion; and legislative engagement. The Deputy also works with other state entities, for example, with the Delta Stewardship Council and the Delta Protection Commission in developing and implementing policies related to community and economic enhancement and implementation of Delta Plan recommendations; with the Department of Water Resources for policy related to drought-response; and with the Natural Resources Agency regarding policy related to climate change/carbon emission reduction.
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 Conservancy's Mission:
Working collaboratively and in coordination with local communities, the Conservancy will lead efforts to protect, enhance, and restore the Delta’s economy, agriculture and working landscapes, and environment for the benefit of the Delta region, its local communities, and the citizens of California.

The Conservancy’s Executive Management Team consists of the Executive Officer and Deputy Executive Officer. As one-half of the Executive Management Team, the Deputy is responsible for all organizational operations, including budgets, accounting, contracts, grants, human resources, information technology, and audits. The position is also responsible for externally focused aspects such as public affairs, communications, legislative affairs, program implementation. This position establishes policy, programs, plans, and procedures in all the above mentioned areas that directly guide the Conservancy's operations and programs as it carries out its mission.
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 Deputy Executive Officer is an existing position. This request seeks to establish the position as a CEA B rather than as an Environmental Program Manager II (EPM II). The EPM II classification requires a science degree. While a science degree can be useful, it is not imperative for the incumbent in the Deputy Executive Officer position to be successful. Establishing the position as a CEA B rather than an EPM II will still allow those with a science degree to be hired for the position, while greatly expanding the candidate pool. The Conservancy has determined that a CEA is most appropriate to fulfill the responsibilities and provide the leadership necessary to develop and implement policy and guide the Conservancy's work in this sensitive and often highly political region.

The Delta is a unique resource that has varied and competing interests (e.g. water supply, including the Delta Conveyance Program; agriculture; habitat; climate resilience; flood control; etc.). This position requires authority to make high level policy decisions that have broad impact in the Delta region. For example: the position is responsible for making policy decisions governing the distribution of millions of dollars in funding and implementation of programs related to ecological conservation, community development, and economic enhancement throughout the region, which can have state-level impacts in areas such as climate change and water quality and supply.

This position leads policy development and implementation of Delta Plan recommendations, initiatives related to restoration and conservation, and community and economic enhancement programs. This is done in coordination with entities including, but not limited to: the Delta Stewardship Council, Delta Protection Commission, Natural Resources Agency, Department of Water Resources, State Water Resources Control Board, U.S. Environmental Protection Agency, San Francisco Estuary Partnership, San Francisco Estuary Institute, U.S. Bureau of Reclamation, reclamation and resource conservation districts, Wildlife Conservation Board, and other state Conservancies.

Additionally, the position directs the Conservancy's leadership of and engagement in interagency initiatives including the Interagency Adaptive Management Integration Team, Science Action Agenda Update working group, Delta Interagency Invasive Species Coordination Team, Delta Independent Science Board, and the California Wetland Monitoring Workgroup.

This position serves as the alternate for the Executive Director on the Delta Plan Interagency Implementation Committee (which is comprised of high-level agency leaders from local, state, and federal governmental agencies) and acts for the Executive Officer in their absence.

This breadth of duties and level of responsibility for which this position is accountable generally exceeds the focused qualifications of individual civil-service classifications.
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 Deputy Executive Officer is responsible for policy-making in all aspects of the Conservancy. This position generates the vast majority of policies, some of which receive concurrence from the Executive Officer prior to adoption.

Examples include, but are by no means limited to:

The Deputy Executive Officer develops the State Leadership Accountability Act (SLAA) Report. The Deputy formulates policy to address those risks and develops the SLAA Implementation Plan. These policies protect the state as a whole as an entity. For example, a breach of the Conservancy's information technology system is a pathway to more extensive agency-wide systems such as the Resources Agency Program Tracking and Reporting database and statewide IT systems such as FI$Cal.

The Deputy Executive Officer develops policy to guide the organization in implementing its mission. The Deputy leads development of the organization's strategic plan, which sets the goals and objectives for the organization. Included in the plan are the Conservancy's guiding principles that govern everything the Conservancy does. The Deputy then translates those goals, objectives, and principles to policy that governs the programs that the organization implements. These policies govern programs such as those that help reduce land subsidence in the Delta, which reduces risk to a critical resource of water for communities and agriculture.

Most directly, the Deputy Executive Officer is directly responsible for implementation of the Conservancy's administrative policies, ensuring that final policy decisions and changes are implemented across the organization. These policies have broad and substantial impacts to every division and program of the Conservancy. The Deputy is also the Conservancy's Equal Opportunity Employment Officer and is responsible for developing EEO policy for the organization. These policies can have a direct impact not only on Conservancy employees and operations, but also on the state as a whole by ensuring equal opportunity for all Californians to be employed with the state, funds appropriated from the Department of Finance are spent in a responsible manner, and protects the state from legal action for wrongdoing.

The Governor's administration and the Natural Resources Agency support innovations realized as a result of the COVID-19 pandemic that will permanently shape how state organizations, including the Conservancy, operate. The Deputy Executive Officer has been instrumental in leading the effort to develop and implement policy and practices to achieve that goal, including creating and implementing a telework policy, and will continue to be central to developing and carrying out other policies, procedures, practices, and guidelines well into the future to modernize and adapt Conservancy operations to a new model of hybrid work.
13. What is the CEA position's scope and nature of decision-making authority?

The Deputy Executive officer has broad decision-making authority for all aspect of the Conservancy's operations and is responsible for providing leadership to continuously meet and improve goals and objectives and address challenges organization wide. The Deputy is the Executive Management Team member that oversees the implementation of all programs and all aspects of daily operation and is responsible for providing direction and guidance to division managers. As such, the Deputy has decision-making authority in areas such as human resources, budgets, accounting, purchasing, contracting and grants, information technology, public affairs and communications, and program implementation. The Deputy is responsible for making decisions that ensure the Conservancy is implementing programs that advance its mission and maintaining effective and efficient operations. The position is also responsible for interpreting state-level guidance and policy and for making and communicating decisions to address problems, challenges, and issues, the most critical and sensitive of which are made in coordination with the Executive Officer.

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

The Deputy Executive Officer both develops and implements new policy and interprets and implements existing policy. It is this position's responsibility to interpret and implement policy that is set by control agencies such as CalHR, the Department of Finance, and the Department of General Services; the legislature; the Natural Resources Agency, and the Governor's administration. For example, the Deputy must interpret executive orders issued by the Governor and develop policy and take action at the Conservancy level to carry out the order. This role is always of importance, but no more so than the last two years during the COVID-19 pandemic and during the drought. The Deputy also develops new policy, such as guidelines governing the administration of millions of dollars in grant funding awarded by the Conservancy, priorities for the organization, and risk and emergency management policy. New or revised laws, regulations, and state-level policies require the Deputy to lead the Conservancy to adopt, revise, and implement Conservancy policies to remain in compliance.