

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

7/24/2020

2. Department

California Victim Compensation Board

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

Policy, Outreach and Grants Division

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 Policy, Outreach and Grants CEA will have direct decision-making authority over high-level communications and statewide outreach to stakeholders and the public; complete responsibility for legislative and policy functions; and executive oversight of CalVCB's grants administration and maintenance. In addition to maintaining the current \$86M in existing grants critical to CalVCB programs, this position will formulate policies and approaches to procure additional grant funding. This position creates and oversees the legislative and strategic communications for CalVCB and acts as a high-level decision-making partner within the executive management team.

6. Reports to: (Class Title/Level)

Chief Deputy Executive Officer, CEA C

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.

Under the general direction of the Chief Deputy Executive Officer, this position will be responsible for all policy creation, administration, and oversight as it pertains to the Policy, Outreach and Grants Division and will serve as the principal consultant and technical expert on legislative issues to the Executive Officer, Board Members, and the executive management team. This position works in a highly political and sensitive environment critical to the on-going California Victim Compensation Board (CalVCB) needs. The incumbent will act independently and make high level decisions which affect the direction of CalVCB, as well as critical input and decisions on strategic initiatives.

The CEA will represent CalVCB before the Governor's Office, the Legislature, legislative committees, individual legislators, consultants and advocates, the Attorney General's Office, Department of Finance, other state agencies, local government, public functions, major public interest groups and stakeholders to increase awareness and understanding of victim programs, policies and services and the exchange of information between the public and private sectors. This responsibility includes writing proposed amendments to legislation, authoring letters in support or opposition to bills and drafting testimonies for the Executive Officer. Ensures CalVCB objectives are met, which will include development of new policies or changes to existing policies. The position will establish communication with legislators to ensure their understanding of CalVCB's highly sensitive programs and provide consultation and advice to other executive management on communications and political strategies and present policies, political action, and CalVCB's position to elected officials on issues affecting victim services at the regional, state, and federal levels.

This position will oversee communication efforts with stakeholders, state partners, Agency, the Governor's office and the media. Through a comprehensive media and outreach plan, the CEA will engage and inform stakeholders about CalVCB's decisions, programs, grants and initiatives through use of various media and outreach to local governments, community-based organizations and the public. This position will establish and oversee the strategic communications goals for CalVCB and the Executive Officer. Directly supervises the Information Officer II and the public affairs and outreach section.

Directs and develops strategies for an effective grant management and acquisition program to establish and implement program goals, objectives, and formulates policies and procedures to request and evaluate grant resources. Directly supervises the Staff Services Manager II responsible for staff who perform a variety of complex program reviews and evaluations of grant programs, analysis and research. Provides leadership on all aspects of grant administration and leads departmental efforts to research new potential government, non-profit and community grant-making resources and secure new funding to support victim compensation programs to enhance victim services in the State. Maximizes federal Victims of Crime Act (VOCA) grant funds and conducts program oversight of Trauma Recovery Center (TRC) and other grant programs awarded to CalVCB by external stakeholders to include the mass violence emergency response program and Anti-terrorism and Emergency Assistance (AEAP) grants. Coordinates with the Governor's Office of Emergency Services on effective response, planning and training exercises.

**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: Responsibilities in the Policy, Outreach and Grants Division are critical to CalVCB's mission and strategic goals. Policy development is fundamental to ensure we adhere to current or newly proposed laws and provide the best services possible for the victims we serve.

Creation of new or changes to existing legislation is also critical in that it drives creation of those policies or changes to processes and procedures in accordance with the law. Communication is a fundamental element for CalVCB to ensure the public and governmental agencies are aware of our program and the financial assistance we can provide. New policies impact all other program areas, the public, external stakeholders, attorneys, providers, and the courts.

It is also critical to CalVCB programs to continuously strive to achieve and exceed our strategic goals to effectively serve victims' needs through outreach efforts to reach victims and educate the public. We need to build awareness, provide better outreach to under-served victims and build access to benefits through collaboration, including enhancement of relationships with our partners and broadening the existing network of community-based partnerships.

This CEA will promote leadership in victim services through research, policy development, dialog on optimizing victim services, and bring parties together to develop a strategic plan for delivery of victim services while ensuring statutes, regulations, and policies are in alignment with constituent needs.

## **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.

Historically, CalVCB has handled each of the functions (policy, outreach and grants) and sub-functions of existing program areas.

Legislative review and policy implementation is critical to the ongoing success of CalVCB and its compliance with statutory and legislative guidelines. Over the last two years, CalVCB has reviewed more than 30 legislative bills to determine their impact to the victims compensation program. Examples include AB 1639, and proposed legislation submitted in 2018 to change definitions in Government Code 13955.5 to expand CalVCB benefits and eligibility. It is critical that CalVCB have executive oversight and direction of its policy and communication in order to meet the needs of those it is trying to serve.

Grants are a significant revenue source for CalVCB and there is a critical need for expansion of how we administer and monitor our grant programs as well as how we structure ourselves to obtain, track and monitor additional grants. Currently, CalVCB administers more than 20 grants totaling over \$86M. These include Anti-terrorism & Emergency Assistance Program (AEAP), Victim of Crime Act (VOCA), Trauma Recovery Center (TRC), and California Office of Emergency Services (CalOES) grants. Each of these grants require ongoing community and stakeholder outreach as well as oversight for legislative compliance.

Outreach activities have been separated between specific single points of contact and managed in a bifurcated manner throughout the organization. In fiscal year 2018-2019, CalVCB sponsored workshops and trainings for counties, government agencies and advocates, and received nearly 53,000 applications, and provided approximately \$62 million in compensation to victims and survivors of crime. In addition, there has been an uptick in one of CalVCB's critical functions of assisting the community following incidents of mass violence. The increase in these events dictates a more structured and executive-managed programmatic approach. Following these types of mass violence incidents, CalVCB assists communities in preparing communications and providing support and claim filing assistance. Over the last two years, some of these incidents include:

Borderline Bar and Grill Shooting – Ventura County – November 7, 2018  
Camp Fire Arson– Butte County – November 8 -25, 2018\*  
Davis, CA Police Officer Shooting – Yolo County – January 10, 2019  
2019 San Diego Asian Bistro Shooting – San Diego County – February 12, 2019  
Sunnyvale vehicle vs. pedestrians – Santa Clara County – April 23, 2019  
Chabad House Synagogue Shooting – San Diego County – April 27, 2019  
Gilroy Garlic Festival Shooting – Santa Clara County – July 28, 2019  
Garden Grove/Santa Ana Crime Spree – Orange County – August 7, 2019  
Conception Dive Boat Fire – Santa Barbara/Santa Cruz Counties – September 2, 2019\*  
2019 Long Beach Shooting – LA County – October 29, 2019  
Kern County Bus Shooting – Kern County – February 3, 2020  
Tustin Apartment Fire – Orange County – February 12, 2020\*  
WalMart Shooting – Tehama County – June 27, 2020

\* involve criminal charges and victims qualify for VCB benefits, however, the fires aren't considered traditional mass violence incidents and would not qualify for mass violence grants from the federal government.

Executive oversight of these highly sensitive, often political communications, is crucial to CalVCB ensuring we are appropriately messaging necessary support during times of critical events.

The Policy, Outreach and Grants Division staff must be diverse and nimble in response to changes in current or new laws, questions about all CalVCB services and programs, and administration of grants that will increase our ability to reach undeserved populations and ensure we provide the most important services possible in a timely manner for victims.

There is currently a gap in information and training provided in the area of victim services and an urgent need to provide timely and relevant information to county partners, the courts, law enforcement, advocates, government agencies and, most importantly, to victims on the benefits and services provided by CalVCB. In addition, CalVCB needs to be nimble in response to changing or new laws which directly impact our processes and procedures.

### 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 CEA will have direct decision-making influence and be the principle policy maker providing executive oversight of the development and maintenance of policies directly impacting:

CalVCBs legislative efforts. This will include primary responsibility for the development and evaluation of proposed legislation for fiscal and operational impact on the CalVCB and its programs as well as the departmental positions on such legislation. Policies on how legislation will be analyzed, communicated and presented will be decided by this CEA.

CalVCBs outreach efforts. This will include the critical facilitation of the exchange of information between the public and private sector related to the CalVCB programs aimed at providing information about CalVCB and the services it provides to the residents of the State of California. Determinations regarding communication mediums and methodologies for the Department will be decided by this CEA. These policies will impact CalVCB's presence in print, electronic and social media.

CalVCB grant efforts. This will include oversight and crucial decision-making related to the administration of more than \$86M in grants as well as the strategies associated with obtaining additional grant funding. Determinations surrounding legislative implications and application of policies impacting grants will be overseen by this CEA.

CalVCB's executive management team. This includes strategic planning and acting as a principle advisor on legislative matters that directly impact CalVCB's ability to carry out its mission. This position will advise the Executive Officer and Board directly on needed changes in legislation and implement strategies, policies and priorities for programs having statewide impact and will ensure successful legislation passage on issues of high interest to the Governor, Agency Secretary and Executive Officer.

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

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

This position will serve as the policy decision-maker for the Policy, Outreach and Grants Division. It will coordinate with program areas across the organization and directly support the Executive Officer's direction and objectives. With input from the executive team, the CEA will have full responsibility for decisions related to public affairs, legislation, new policies and changes to existing policies, and procuring and managing grants to effectively meet challenging and evolving needs.

The incumbent will directly influence the development and implementation of legislation and statewide policies relating to victim compensation, restitution, and hearings. This CEA must act independently and make high level decisions which affect the policy direction of the Board. The level of judgment required to ensure consistency with the Governor's policies and vision, and the variety of knowledge and abilities required to aggressively move toward CalVCB's goals and objectives, necessitates the level of the position be at the CEA B.

The CEA will serve as CalVCB's principle representative and technical expert on legislative issues. In this capacity, the incumbent will report to the Executive Officer and represent CalVCB before the Legislature, legislative committees, individual legislators, the Department of Finance, other state and local agencies, and public interest groups. The position will also provide administrative direction to staff who are responsible for developing legislation and monitoring legislative activity on proposed legislation.

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

This CEA position will be responsible for both developing and recommending policies for functions critical to CalVCB's mission. It will advise the Executive Officer and Board on the need for legislative changes and resulting policies relating to program processes and procedures. It will examine the statutory and regulatory requirements of CalVCB and make recommendations for changes to improve services, while maintaining policy direction and staying abreast of nationwide trends.