

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

2/19/19

2. Department

Wildlife Conservation Board

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

Executive Office

4. CEA Position Title

Assistant Executive Director

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

The Assistant Executive Director is the second organizational level, working with and on behalf of the Executive Director of the WCB, and acting in his/her absence. The incumbent is responsible for the implementation of WCB's strategic plan, and assures its implementation. Manages program development policies and procedures for all programs, and provides direct oversight of all WCB programs to ensure compliance with statutory requirements and strategic plan objectives.

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.

Advises the Executive Director and the Governing Board regarding the implementation and evaluation of all WCB programs, with an initial emphasis on strategic plan implementation and responsible for ensuring budgetary needs are identified and performance measures are being utilized. Works closely with the Department of Fish and Wildlife and other State, Federal, and local government agencies, private organizations, and constituent groups to coordinate conservation strategies, and provide for program and project consistency related to wildlife, fishery and public access resources. Participates in all policy-making decisions.

Responsible for developing and implementing the update to WCB's Strategic Plan as mandated by Proposition 68. Ensures the strategic objectives of the Strategic Plan are being implemented as envisioned, the services provided meet WCB's mission, and that input from the conservation community and the broader public is cultivated and incorporated as appropriate.

Responsible for providing clear, constructive policy guidance and resources as necessary to subordinate managers and ensures that both program and administrative actions meet all WCB strategic objectives; directs, supervises and ensures proper training and evaluation of scientific and non-scientific subordinate managers; assures that financial, human resources and other administrative requirements are satisfied. Oversees processes and provides guidance for WCB to award grants, provide technical assistance to constituencies and serve as facilitator to address complex local and regional issues.

Represents the Executive Director and the Board at various meetings and activities throughout the State, including interaction with State, Federal and local government organizations and non-governmental stakeholder groups. Serves as Executive Director in his/her absence.

Oversees WCB-wide service programs, such as information management, professional training and other cross-functional projects. Prepares or oversees special studies, reports and projects as requested by the Executive Director and/or the Board.

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: This position oversee's all three cross-functional programs that comprise WCB, Land Aquisition, Restoration/Development and Administration. All three programs are critical to accomplishing the mission and goals of WCB.

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.

In 2014, Pay Letter 14-17, released on August 20, 2014, increased salaries for select managerial and supervisory engineering and scientific classifications in Bargaining Units 9 and 10. The Environmental Program Manager I (EPM I), for example, received this increase followed by yearly 5% increases. This significant raise in salary has created several compaction issues, as incumbents in EPM I positions received a far greater salary than the direct supervisors.

In Fiscal Year 2015/2016 the Wildlife Conservation Board (WCB) reclassified the Public Land Management series with a reorganization using the Environmental Scientist series as it better reflected the scope of duties more accurately with its emphasis on science-based technical expertise. Since then and as of today, the C.E.A. A with Wildlife Conservation Board supervises two Senior Environmental Scientists (Supervisory) that, between the two, supervise eight Senior Environmental Scientists (Specialist) and one Environmental Scientist. Salary for the highest paid subordinate is \$10,602.

Most recently, Pay Letter 18-35, released on December 12, 2018, increased salaries for all employees designated M10, S10, E48, and E59 which includes the EPM I (Supervisory), EPM I (Managerial), Senior Environmental Scientist (Supervisory), effective July 1, 2018 with a 4.5% increase. This will bring the highest paid subordinates' salaries to \$11,079.

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 works with and on behalf of the Executive Director of WCB and may act independently on policies related to fund distribution and administration. The CEA is responsible for developing policy to implement new laws, regulations, and procedures such as SB 901 that adds a new provision to the Civil Code for conservation easements that affects most grantees and represents a significant policy shift for conservation.

Examples of policy areas for which the CEA has primary responsibility:

- The Wildlife Conservation Law of 1947 is broad and intends to encompass the entire spectrum of activities conducted by the Board then and now. While the law itself hasn't changed significantly, the application of the law to specific programs is considered on a regular basis. For example, the Board is administering a series of new programs created through Proposition 68. One of the funding categories under the proposition is to "implement the Wildlife Conservation law of 1947". The intent of this section was to provide the board with some funding flexibility for a portion of the Bond funding (other funding categories are more specific). Making conservation investments for climate change adaptation or for wildlife corridors was not contemplated in the 1947 law so this position develops policy relating to implementation of a climate change program, for example, that must be consistent with the law but reflect current conservation science and state policy.
- The CEA, in consultation with the Executive Director, sets policy for the scope and geographic reach of all grant programs administered by the Board. Establishing these criteria involves significant interaction with a variety of constituents, legislative representatives, and the Administration.
- The CEA, in consultation with the Executive Director, establishes policy interpreting new Bond Acts and budget allocation affecting Board programs. These decisions have an impact on conservation priorities throughout the state.

All of these policy areas have statewide impacts (both positive and negative) in meeting WCB goals for environmental protection, restoration and public use and recreation by implementing projects to protect California's biodiversity and natural heritage and to maximize return on taxpayer investment.

The Executive Director has delegated policy making authority to this position. The above response illustrates this delegation as the Assistant Executive Director has sole authority to develop program policies in this context. Much like Chief Deputy Directors have independent policy development and consistency responsibilities in larger departments, the Assistant Deputy Director has that same authority here. However, as in all state department and Board structures, the delegation of authority does not relieve the assistant of a responsibility to consult with the department head when appropriate in a programmatic or political context.

C. ROLE IN POLICY INFLUENCE (continued)

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

Although the WCB is an organization under the umbrella of the Department of Fish and Wildlife, it is a separate, independent Board with separate authority, funding, and responsibility to administer 14 statutorily mandated programs. The CEA reports to the Executive Director and the seven-member board that includes the Director of the Department of Finance, the President of the Fish and Game Commission, the Director of the Department of Fish and Wildlife, as well as four public board members. In addition, the CEA routinely interacts and confers with six legislative advisory members to the WCB: 3 members of the Senate and 3 members from the Assembly. Lastly, the CEA reports directly to the Department of Finance, State Controllers' Office, State Treasurer's Office, Statewide Bond Administrators, and the Natural Resources Agency, as well as other statewide control agencies due to the autonomy of the board.

The CEA has significant policy creation and program management responsibility for all WCB programs that include land acquisition, habitat restoration and development project evaluation and selection, monitoring and adaptive management, communication and outreach, and administrative and financial functions.

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

The CEA is responsible for developing policy to implement both existing and new laws, regulations and procedures. This is accomplished through consultation with the Executive Director, legislative representatives, the Administration and constituent groups.