

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

2025-06-27

2. Department

CA Earthquake Authority

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

Office of the CEO

4. CEA Position Title

Chief Governance Officer

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

The Career Executive Assignment position will reside in the Office of the Chief Executive Officer of the California Earthquake Authority (CEA) and serves as the Chief Governance Officer (CGO), Governance Liaison, and Chief Communications Director. The CGO ensures CEA's governance framework operates effectively, transparently, and in compliance with legislative, legal, and regulatory requirements. As a key member of the Senior Management Team, the CGO supports all CEA-related governance bodies by managing governance operations, advising on governance matters, and maintaining accurate governance records. This role fosters a culture of strong governance, risk management, and accountability while ensuring that governance processes align with CEA's strategic goals. The CGO will also be responsible for overseeing and ensuring the effective implementation and monitoring of governance policies, procedures, and frameworks to expand and elevate the CEA's adherence to the highest governance standards and best practices. This position will serve as CEA's Governance Liaison, facilitating clear and effective interactions between staff and all CEA-related public governance bodies, including the CEA Governing Board (GB), the CEA Advisory Panel (AP), and the California Catastrophe Response Council (CCRC), and provide high level support to any external consultants engaged by the GB or the CCRC, and to the CEO and executive management.

6. Reports to: (Class Title/Level)

Chief Executive Officer

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.

Management:

Manages and directs the operations within the Office of the CEO, which includes CEA Governance, GB consulting, and Communications and Public Relations, including developing and coordinating plans and goals, responsible for staff development, including coaching, mentoring, and proactive performance management which includes completing timely probation and annual appraisal reports.

Governance:

The CGO is multifaceted and requires a deep understanding of governance and the strategic objectives of the CEA. The CGO will be responsible for developing and implementing CEA's governance framework for at least 3 public bodies that are part of the governance framework for the CEA: (1) the Governing Board (GB); (2) the CEA Advisory Panel (AP); and (3) the California Catastrophe Response Council (CCRC). This will include reviewing current CEA policies and procedures, researching external industry best practices, making recommendations and implementing changes requiring close collaboration with CEA's departmental executives including Insurance Operations (Claims and insurance administration), Mitigation and Research, Risk and Actuarial, Legal and Compliance, Finance, Central Policy and Processing, Information Technology and Internal Operations. As part of developing and implementing CEA's governance framework, the CGO will recommend and establish practices to ensure compliance and minimize potential risks related to CEA's overall governance.

The CGO will interact with various internal and external stakeholders, including members of the GB, AP, and CCRC, executive management, legislative staff, legal and compliance staff, and other internal management and staff to provide guidance and ensure alignment on governance matters. The CGO will report regularly to the CEO and other relevant stakeholders on CEA's governance performance and any areas for improvement.

As part of building and implementing CEA's governance framework, the incumbent will also be expected to focus on methods which foster a culture of ethical behavior and accountability within the organization, promote responsible leadership and decision-making. Essentially this position acts as a crucial bridge between the all governance bodies (i.e., the GB, AP, and CCRC) and the CEO, to ensure alignment between governance and CEA's daily operations, ensuring it operates ethically, legally, and responsibly.

Governance Liaison:

Serves as the liaison and primary point of contact for all members of the GB, AP, and CCRC, and CEA's executive management team for governance related matters; maintains discretion and confidentiality regarding all governance body and executive management team matters. This position will develop, implement and coordinate an engagement strategy across all current and future governance bodies, including the GB, AP, and CCRC. Directs staff performing high-level administrative tasks, which include development of governance policies and procedures, meeting logistics, agenda development, scheduling, delivering of information packets, and ensuring the GB records, correspondence, minutes and activities are maintained. Attends and facilitates the orderly and transparent conduct of all governance meetings and ensures that minutes are transcribed to official records and that all official governance records are maintained and properly secured.

Communications:

The incumbent will also serve as CEA's chief communications strategist responsible for planning and development of communications, media and public relations to support CEA's business growth and integrate with organizational level strategies, initiatives, goals and priorities. Additionally, in conjunction with executives and management, this position will lead, and plan communication efforts related to earthquake preparedness education, earthquake risk mitigation and insurance services to insurance consumers. This position drives creative and innovative campaigns to deliver CEA's message to the public and integrates pre-and post-earthquake events planning responses to the public.

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: CEA is a public instrumentality of the state of California which makes catastrophe earthquake insurance and earthquake loss mitigation programs available to California residential property owners. CEA manages two separate statutory insurance funds (the CEA Fund, and the California Wildfire Fund) that bear certain risks of losses from catastrophic earthquakes and wildfires. The core mission of the CEA is to manage the financial aspects of those risks through effective risk transfer programs.

This position will serve as a full, participating member of the CEA executive staff and a direct advisor to the CEO and entire executive management team. The position is unique in that it serves over three distinct functions within the Office of the CEO. Specifically, this position will play a crucial role in CEA's mission especially because it will be responsible for overseeing and ensuring the implementation and monitoring of governance policies, procedures, and frameworks to expand and elevate the CEA's adherence to governance standards and best practices. As a result, the impact that the position has on the future of the CEA's administration and enforcement of earthquake insurance and the impact to the public is significant and central to CEA's mission.

The Career Executive Assignment serving as CGO will be responsible for :

Ensuring Compliance:
The CGO monitors the organization's adherence to industry regulations, legal requirements, and internal policies, ensuring compliance and minimizing potential risks.

Risk Management:
The CGO identifies, assesses, and mitigates risks related to governance, ensuring the organization's long-term stability and success.

Stakeholder Engagement:
The CGO interacts with various stakeholders, including the governing board, executive team, and external auditors, to provide guidance and ensure alignment on governance matters.

Reporting and Communication:
The CGO reports regularly to the governing board and other relevant stakeholders on the organization's governance performance and any areas for improvement.

Ethical Leadership:
The CGO fosters a culture of ethical behavior and accountability within the organization, promoting responsible leadership and decision-making.

In the context of the not-for-profit sector, the chair of the board often assumes the role of CGO when using policy governance, directing the people, processes, and systems needed to enable the organization. In essence, the CGO acts as a crucial bridge between the governance bodies (GB, AP, CCRC) and the organization's daily operations, ensuring that the company operates ethically, legally, and responsibly.

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 2024, the CEA Governing Board (GB) appointed a new CEO, who reports directly to the GB, which consists of the Governor, State Treasurer, Insurance Commissioner, Speaker of the Assembly, and Chair of the Senate Rules Committee.

The CEO has committed to the GB that CEA would make governance and strategic planning a key priority, thus focusing on dedicating and directing resources on the development and implementation of a solid governance framework. The framework will focus on risk management, regulatory compliance, improved decision-making, operational efficiency, accountability, transparency, trust, and credibility. In essence, focusing on governance and compliance is about building a strong foundation for sustainable and responsible business practices. This initiative will enable CEA to manage risks, comply with regulations, build trust, enhance decision-making, improve operational efficiency, and foster a culture of accountability and transparency.

CEA has an executive management team who will play a significant role in ensuring their programs implement practices to ensure compliance and minimize potential risks related to CEA's overall governance. However, CEA requires a dedicated position at the Career Executive Assignment level who will be responsible for leading the governance initiative to ensure the executive management team stay engaged, work collaboratively and consider consistency rather than evolving into silos. As functions are added to implement governance practices, this position will be responsible for assessing, reducing and eliminating overlaps of such function.

Appointing an individual at the Career Executive Assignment level serving as the liaison between the CEO, the executive management team and the multiple public governance bodies involved in the operations of the CEA, the GB, the Advisory Panel, and the California Catastrophe Response Council (collectively, the "governance bodies") will be beneficial in managing the complexity of the interactions between these stakeholders and their different interests and functions. The introduction of a new governance framework will also require continuous conceptual review, interpretation, and assessment.

CEA's Communications and Public Relations Department is currently managed by an individual serving in an exempt appointment who will be vacating this position in July 2025. CEA has determined that the Career Executive Assignment position will assume the role of Chief Communications Director; the workload and functions will be redirected to the Office of the CEO and managed under the direction of the Career Executive Assignment.

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 Chief Governance Officer (CGO) plays a crucial role in shaping and maintaining the organization's governance framework, which includes significant responsibilities in the following policy development:

1. **Establishing and Implementing Governance Policies:** The CGO is responsible for developing and implementing governance policies that guide operations, ensure legal compliance, and uphold ethical practices. This involves collaborating with the executive management team, senior leadership, and the governance bodies, creating policies on matters such as governance structure, decision-making, and conflict of interest. They also develop and maintain top-level governance frameworks.
 2. **Ensuring Regulatory Compliance:** A key duty is to ensure that both governance bodies and the organization adhere to relevant laws and regulations. This requires staying updated on changes in legislation and industry standards and modifying policies accordingly.
 3. **Policy Review and Updating:** Regular review and updating of governance policies are essential to ensure they remain relevant and effective. This includes adjusting policies in response to changes in laws and standards.
 4. **Facilitating Governance-Related Policies:** The CGO supports the governance bodies by providing guidance on governance and ensuring policies are followed during and between meetings. They manage governance meeting schedules and lead evaluations to assess governance effectiveness.
 5. **Promoting Ethical Behavior:** Developing and enforcing ethical standards and codes of conduct is a core duty. This also includes providing ethics training and addressing breaches.
- These responsibilities highlight the CGO's crucial role in developing and implementing policies that support a robust governance framework for the organization.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Career Executive Assignment position reports directly to the CEO. As a key member of the Senior Management Team, the incumbent will have senior-level decision-making authority on CEA governance and communications matters including serving as policy advisor on matters related to CEA governance operations and activities as noted above. The position will provide executive leadership and lead decision making for many critical initiatives including but not limited to the following:

- Developing and implementing the CEA's governance framework, including policies, procedures, and best practices related to governance, risk management, and compliance.
- Clearly defining roles and responsibilities related to governance to streamline decision-making processes, leading to more efficient and effective outcomes.
- Implementing strong governance practices including a focus on transparency and accountability to build trust with stakeholders, including customers, internal staff and regulatory bodies.
- Serving as chief communications strategist responsible for planning and development of communications, media and public relations
- Leading and planning communication efforts related to earthquake preparedness education, earthquake risk mitigation and insurance services to insurance consumers

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

The proposed position will be responsible for interpreting and implementing existing policies and recommending, developing and implementing new policies. Serving as the newly established position of CGO will require the incumbent to design a policy governance framework to provide a structured approach for establishing, managing, and reviewing policies within CEA. Additionally, the framework will define the rules, processes, and responsibilities related to policy development, approval, communication, implementation, and maintenance. Essentially, it will create a road-map for how policies will be used to guide decision-making and ensure accountability. In addition to designing the framework, the incumbent will be significantly responsible for developing and implementing new enterprise -wide governance policies on CEA's policies. Essentially, its policy development for policies; key elements for this may include:

- Policy Hierarchy – establishes the documentation that defines and governs the CEA's activities, listed in order of precedence.
- Policy Development Process – reviewing current processes and making recommendations and implementing the requirements for creating policies, including process maps and document templates; and
- Roles and Responsibilities – defining the responsible parties and roles for developing policies and determining the authority to approve policies for publication and distribution.