

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

6/9/2025

2. Department

Governor's Office of Service and Community Engagement

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

California Volunteers / Youth Service Corps

4. CEA Position Title

Youth Service Corps Director

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 California Volunteers Executive Director, the Youth Service Corps Director serves the critical role of designing, developing, and implementing the Youth Service Corps program for the state. The CEA research models of service and impacts, as well as collaborates with regional grantees, and local leaders on monitoring, reporting, and progress of the program. The CEA works with regional partners and regional managers on determining key progress indicators and collectively set benchmarks for the program. The CEA engages local leaders to ensure successful implementation of the program. The CEA supports the California Volunteers external affairs team with implementing regional external relations strategies across the state.

6. Reports to: (Class Title/Level)

California Volunteers Executive Director / 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): The CEA collaborates with executive management and officers frequently to develop programmatic strategies and policies that impacts the agency, an ensures final policy decisions are implemented and followed across California Volunteers and GO-Serve.

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.

**Program Design and Implementation**

Oversees the implementation and continuous improvement of the Youth Service Corps program. In coordination with Senior Team, sets program targets each year for cities/counties and works with program staff to ensure grantees are meeting set outcome measures. Identifies challenges and risks, develops solutions. Manages all program policy, guidance, and reporting documents for successful implementation. Manages data collection and analyses: reports trends, successes and challenges. Manages member experience for all Youth Service Corps members. Coordinates with internal departments including Marketing, DIO, Communications, External Affairs, and Administration. Supports statewide marketing and communications for program recruitment.

**Team Leadership and Management**

Provides big picture vision, day-to-day leadership, and strong staff management for the entire Youth Service Corps program. Leads Youth Service Corps strategic planning, priority setting, and implementation plan for staff. Ensures staff workload is manageable. Mentors and coaches other members of the Youth Service Corps team to ensure effective communication, coordination, and adherence to team values. Works collaboratively and transparently with other departments across California Volunteers to maintain alignment on goals and priorities. Sets a strong foundation for fostering Diversity, Equity, and Inclusion across the Youth Service Corps team and the broader organization.

**Stewarding External Relationships**

Cultivates and manages relationships with local government partners, including mayors, city councilmembers, county supervisors, and local government staff. Builds a strong network of local government partners across the state to promote peer learning and exchange best practices. Maintains high brand standards in all activities and communications, especially as it relates to stakeholder engagement on behalf of the organization. Cultivates relationships, with nonprofit partners, state agency partners, and workforce thought leaders to build their support for Youth Service Corps. Supports the organizations external affairs priorities, including building and maintaining relationships with local governments, supporting key strategic projects and events that advance the organization's initiatives, and assisting in conducting education and outreach efforts with federal service stakeholders.

**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: The Governor's Office of Service and Community Engagement (GO-Serve) elevates paid service and volunteerism in the state, promotes more youth and community engagement, and advances public awareness and outreach campaigns to tackle the state's most pressing challenges. GO-Serve consists of the Office of Community Partnerships and Strategic Communications (OCPSC), California Volunteers (CV), and the Youth Empowerment Commission (YEC).

The mission of California Volunteers is "to cultivate the opportunities, infrastructure, and culture necessary to empower every Californian to positively impact our greatest challenges." In support of California Volunteers mission, we have created the California Service Corps, which is the largest service force in the nation, consisting of #CaliforniansForAll College Corps, California Climate Action Corps, #CaliforniansForAll Youth Jobs Corps, and AmeriCorps programs.

The Youth Service Corps is a core program carrying out the department's core mission. Without a strong Youth Service Corps, the department and agency are unable to meet their goals. The Youth Service Corps Director is responsible for carrying out the vision on the Youth Service Corps and ensuring the program is successful.

**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.

Effective July 1 2024, enacted by the State Legislature, Senate Bill 164 (Chapter 41, Statutes of 2024) Section (7) established Governor's Office of Service and Community Engagement (GO-Serve) as a new government agency, which includes California Volunteers, Youth Empowerment Commission, and Office of Community Partnership and Strategic Communications. All program directors, including the Youth Service Corps, have the level of responsibility to justify the CEA request.

Additionally, the Youth Service Corps Director is held by an exempt appointee and GO-Serve proposes to transition this position from an exempt classification to CEA, which is consistent and in accordance with GO-Serve transitioning the majority of staff from exempt to civil service.

### **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 Youth Service Corps Director has the authority to negotiate, make decisions and recommendations for the succes of GO Serve and on behalf of the GO Serve Director. The Youth Service Corps Director oversees the implementation of all the program policies including requirements of service, local government grantee activities and reporting, and participant experience. This position will identify risks and develop solutions.

Establish or adjust policies to improve program functioning and outcomes. This position ensures that the program is viable for intended participants, is creating high value service/employment opportunities for participants, and creates an environment for participants to learn needed skills for civic engagement and employment.

Provide strategic direction and oversight of grantees and contractors for evaluation and participant experience. Also provides partnership development strategy and management with key external organizations and local governments, including elected officials.

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

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

Oversees the implementation and continuous improvement of the Youth Service Corps program. In coordination with Senior Team, sets program targets each year for cities/counties and works with program staff to ensure grantees are meeting set outcome measures. Identifies challenges and risks, develops solutions. Manages all program policy, guidance, and reporting documents for successful implementation. Manages data collection and analyses: reports trends, successes and challenges. Manages member experience for all Youth Service Corps members. Coordinates with internal departments including Marketing, DIO, Communications, External Affairs, and Administration. Supports statewide marketing and communications for program recruitment.

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

Both. The CEA will implement existing policy. As part of the continuous improvement process, the Director will create new policy to help achieve program goals.