

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

2025-05-06

2. Department

California Health & Human Services Agency

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

Office of Youth and Community Restoration / Operations and Grant Program Support Division

4. CEA Position Title

Division Chief

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

The proposed CEA functions as the Division Chief of Operations and Grant Program Support Division which is responsible for overall policy development and management of OYCRs administrative operations and serves as the principal advisor on complex issues across the following program areas: Business Services/Contract Management, State and Federal Juvenile Justice Grant Administration, Human Resources, Workforce Development, Federal Policy/Legislation, OYCR driven Committees, Commissions, and Stakeholder Engagement. This position is critical to and for program efficiencies to ensure necessary policies, procedures, and resources are available to support OYCRs mission. Additionally, this CEA serves as the executive liaison for the Federal Government and leads, plans, directs and coordinates the day-to-day administration of OYCRs grants program, totaling over \$12 million in federal grant awards annually as the Designated State Agency for Title II federal funds as well as \$1100 million in state contracts and grants.

6. Reports to: (Class Title/Level)

Deputy Director/CEA B

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 direction of the Deputy Director, this position functions as the Division Chief of Operations and Grant Program Support Division (OGPSD) responsible for overall policy development and management of OYCR's administrative operations including state and federal juvenile justice grant administration, and serves as the principal advisor on complex issues across the following program areas: Business Services/Contract Management, Human Resources, Workforce Development, State and Federal Policy/Legislation, OYCR driven Committees, Commissions, and Stakeholder Engagement. Additionally, this CEA serves as the executive liaison for and with the Federal Government and leads, plans, directs and coordinates the day-to-day administration of OYCR's grant programs, totaling over \$12 million in federal grant awards annually as the Designated State Agency for Title II federal funds as well as \$100 million in state contracts and grants.

Further essential functions include:

- Oversight and program management of California's state and federal juvenile justice grants. Lead, plan and organize the daily administration of OGPSD's federal and state grant programs after award. Develop, recommend, implement, and evaluate policies and procedures to govern the fiscal and reporting requirements that each grantee must comply with as a condition of award. Develop, recommend, implement, and evaluate policies and procedures for monitoring and approving expenditures, establishing fiscal controls and measures, evaluating grantee readiness and performance, and monitoring compliance with contract and legislative provisions. Supervise Division staff in the management and administration of active grant contracts. Interpret and apply state and federal law, budget language, regulations and policies related to grant and program evaluation. Report to the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) on the status of grant programs and oversee the preparation of reports to request SACJJDP approval as necessary. Coordinate with national policy and professional organizations on a broad range of policies and regulations relating to grant programs in California.
- Develop, implement, evaluate and direct policies and procedures for conducting audits of grantees to assess progress toward and compliance with grant requirements. Ensure the implementation and monitoring of applicable Corrective Action Plans and strategies. Resolve issues of conflict with invoice payments and compliance. Serve as the first level approver of all formal appeals. Liaison with state and federal control agencies that authorize the grant programs including the federal Bureau of Justice Assistance. Ensure compliance with state and federal requirements. Complete state and federal reports as required. Provide technical assistance and expert consultation to state, local and stakeholder agencies.
- Develop, implement, evaluate and direct policies and procedures to monitor compliance with the Juvenile Justice and Delinquency Prevention Act (JJDP) within the State of California. This responsibility includes providing an effective system of monitoring all jails, lock-ups, detention facilities, and correctional facilities to ensure that the core requirements are met, and to annually report compliance monitoring findings to the OJJDP Administrator and satisfy California's requirements in order to be eligible to receive funding under JJDP's Formula Grants Program. Provide technical assistance and expert consultation to state, local and stakeholder agencies.
- Direct and manage staff activities; develop OGPSD strategic plan and establish project priorities across all work-streams to ensure effective and efficient utilization of state resources and ensure quality assurance procedures are in place and working to identify opportunities for process improvements. Direct the completion of complex contractor responsibilities for OGPSD which includes ensuring all applicable contracting processes, requirements, and regulations are being adhered to. Oversight and program implementation and evaluation around new state and federal legislation, regulations, and other policies such as Executive Orders, and their impact to OYCR as well as ensure compliance with state and federal laws, statutes, policies and procedures in collaboration with OYCR Chief Counsel. Oversee preparation and monitoring of OYCR budget(s) including disbursements and expenditure tracking. Prepare contracts, Budget Change Proposals, and Budget Concept Papers. Oversight of OGPSD's response to legislative analyses, expedited assignments, technical assistance and communications with external and internal stakeholders, in collaboration with OYCR's Directorate and Chief Counsel.
- Provide high level expertise and serve as a member of OYCR's Executive Leadership team. Serve in an advisory role to the Director, Deputy Director, and in a team capacity with the other executive members to establish the strategic direction of OYCR's administrative and grant programs and projects. Actively participate in policy development and decision-making process on operating procedures, program implementation and management techniques to meet OYCR's strategic planning goals and objectives. Represent OYCR in meetings, hearings, conferences, discussions, and work-groups that include State entities such as the Legislature, legislative committees, Legislative Analyst Office, Governor's Office, Department of Finance, Department of General Services, and Department of Human Resources; representatives of county/state/federal governments, industry representatives, special interest and advocacy groups, and other high-level officials regarding juvenile justice grant administration and issues affecting system involved youth, and their families; confers with the Deputy Director and OYCR leadership on operational and programmatic issues that arise as a result of these meetings.

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 and program responsibilities are critical to OYCR and CalHHS' mission for the following reasons:

1. As of July 1, 2024, OYCR, under CalHHS, is the designated state agency pursuant to the federal Juvenile Justice Reform Act of 2018 (34 U.S.C. Sec 11101 et seq.) and subsequent reauthorizations. The designated state agency transition from the Board of State and Community Corrections (BSCC) to OYCR was enacted per the following statutes: SB 823, Chapter 337, Statutes of 2020, AB 169, Chapter 50, Statutes of 2024, and Cal. Welf. & Inst. Code Sec.2202.
2. As a result, OYCR is responsible for the implementation of the Juvenile Delinquency Prevention Act (JJDP) and the Title II Formula Grant to include the development and revision of the state's three-year plan. OYCR is also responsible for State administration of juvenile justice grants.
3. This position authority and funding was transferred to OYCR/CalHHS through the 2023-24 state budget as a result of the administration of juvenile justice grants transitioning from BSCC to OYCR/CalHHS.
3. OYCR was established in July 2021 through SB 823 (Chapter 337, Statutes of 2020) and is housed within CalHHS. OYCR is guiding the transition from state-run youth incarceration to county care by identifying and sharing best practices to help inform rehabilitative and restorative youth support and offering technical assistance to advise those in the space on how to achieve outcomes and system improvements for youth across the justice system. The same legislation that created OYCR, also mandated the transition of juvenile justice grant administration from BSCC to OYCR.
4. This program is responsible for the California's State Advisory Committee on Juvenile Justice & Delinquency Prevention (SACJJDP) and is made up of Governor-appointed subject matter experts who are committed to enhancing the quality of life for all youth in California. The SACJJDP's mission is to serve the Governor, the Legislature and the people of California by promoting effective juvenile justice policies and programming in compliance with goals set forth in the JJDP.

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.

As of July 1, 2024, the Office of Youth and Community Restoration (OYCR), under the California Health and Human Services Agency (CalHHS), is the designated state agency pursuant to the federal Juvenile Justice Reform Act of 2018 (34 U.S.C. Sec 11101 et seq.) and subsequent reauthorizations. The designated state agency transition from the Board of State and Community Corrections (BSCC) to OYCR was enacted per the following statutes: SB 823, Chapter 337, Statutes of 2020, AB 169, Chapter 50, Statutes of 2024, and Cal. Welf. & Inst. Code Sec.2202.

As a result, OYCR is responsible for the implementation of the Juvenile Delinquency Prevention Act and the Title II Formula Grant to include the development and revision of the state's three-year plan. OYCR is also responsible for State administration of juvenile justice grants.

Additionally, OYCR is a new organization within CalHHS. The original organizational chart from 2021 and allocation of positions was done prior to the approval of the 2023-24 state budget and before knowledge transfer occurred between the prior Designated State Agency for Title II, BSCC, and OYCR. Through this transition and knowledge transfer, a clear understanding of the scope and breadth of the work required that additional resources be allocated to efficiently, effectively, and fully satisfy the JJDPa requirements to be eligible to receive funding under the JJDPa's Formula Grants Program. Additional resource authority and funding was completed through the state budget process - 4.0 positions were authorized and funded - 1.0 CEA A and 3.0 Analysts.

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.

This CEA will be the principle policy maker on:

1. Oversight and program management of California's state and federal juvenile justice grants administration.

A. Lead, plan and organize the daily administration of OGPSPD's federal and state grant programs after award. Develop, recommend, implement, and evaluate policies and procedures to govern the fiscal and reporting requirements that each grantee must comply with as a condition of award. Develop, recommend, implement, and evaluate policies and procedures for monitoring and approving expenditures, establishing fiscal controls and measures, evaluating grantee readiness and performance, and monitoring compliance with contract and legislative provisions. Supervise Division staff in the management and administration of active grant contracts. Interpret and apply state and federal law, budget language, regulations and policies related to grant and program evaluation. Report to the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) on the status of grant programs and oversee the preparation of reports to request SACJJDP approval as necessary. Coordinate with national policy and professional organizations on a broad range of policies and regulations relating to grant programs in California.

B. Develop, implement, evaluate and direct policies and procedures for conducting audits of grantees to assess progress toward and compliance with grant requirements. Ensure the implementation and monitoring of applicable Corrective Action Plans and strategies. Resolve issues of conflict with invoice payments and compliance. Serve as the first level approver of all formal appeals. Liaison with state and federal control agencies that authorize the grant programs including the federal Bureau of Justice Assistance and provide technical assistance and expert consultation to state, local and stakeholder agencies. Ensure compliance with state and federal requirements. Complete state and federal reports as required.

2. Juvenile Justice and Delinquency Prevention Act (JJDP) - Compliance Monitoring

Develop, implement, evaluate and direct policies and procedures to monitor compliance with the JJDP within the State of California. This responsibility includes providing an effective system of monitoring all jails, lock-ups, detention facilities, and correctional facilities to ensure that the core requirements are met, and to annually report compliance monitoring findings to the OJJDP Administrator and satisfy California's requirements in order to be eligible to receive funding under JJDP's Formula Grants Program. Provide technical assistance and expert consultation to state, local and stakeholder agencies.

3. Strategic Planning & Resource Management

A. Direct and manage staff activities; develop OGPSPD strategic plan and establish project priorities across all work-streams to ensure effective and efficient utilization of state resources and ensure quality assurance procedures are in place and working to identify opportunities for process improvements. Direct the completion of complex contractor responsibilities for OGPSPD which includes ensuring all applicable contracting processes, requirements, and regulations are being adhered to. Oversight and program implementation and evaluation around new state and federal legislation, regulations, and other policies such as Executive Orders, and their impact to OYCR as well as ensure compliance with state and federal laws, statutes, policies and procedures in collaboration with OYCR Chief Counsel. Oversee preparation and monitoring of OYCR budget(s) including disbursements and expenditure tracking. Prepare contracts, Budget Change Proposals, and Budget Concept Papers. Oversight of OGPSPD's response to legislative analyses, expedited assignments, technical assistance and communications with external and internal stakeholders, in collaboration with OYCR's Directorate and Chief Counsel.

B. OYCR's charge to provide technical assistance to counties throughout California necessitates significant contracts to enable subject matter expertise and innovative healing focused solutions statewide. To date, OYCR has committed over \$100 million in state grants and contracts and \$12 million in federal grants. As such, this position will ensure all applicable contracting processes, requirements, and regulations are being adhered to including: Public Contract Code, Government Code, Labor Code, Public Resources Code, Business and Professions Code, California and Federal Code of Regulations, State Contracting Manual, Statewide Information Management Manual, and the State Administrative Manual.

4. OYCR driven Committees, Commissions, and Stakeholder Engagement.

Represents OYCR in meetings, hearings, conferences, discussions, and work-groups that include State entities such as the Legislature, legislative committees, Legislative Analyst Office, Governor's Office, Department of Finance, Department of General Services, and Department of Human Resources; representatives of county/state/federal governments, industry representatives, special interest and advocacy groups, and other high-level officials regarding juvenile justice grant administration, services and issues affecting system involved youth, and their families; confers with the Deputy Director and OYCR leadership on operational and programmatic issues that arise as a result of these meetings.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will make independent operations and grant program support decisions and serve in an advisory role to the Director, Deputy Director, and in a team capacity with the other executive members to establish the strategic direction of OYCR's administrative and grant programs and projects. This positions will actively participate in policy development and decision-making process on operating procedures, program implementation and management techniques to meet OYCR's strategic planning goals and objectives.

Additionally, this CEA serves as the executive liaison for and with the Federal Government and leads, plans, directs and coordinates the day-to-day administration of OYCR's grant programs, totaling over \$12 million in federal grant awards annually as the Designated State Agency for Title II formula grants as well as \$100 million in state contracts and grants. The scope also includes coordinating with national policy and professional organizations on a broad range of policies and regulations relating to grant programs in California.

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

It is possible the CEA will be developing and implementing new administrative and operations policy as well as state and federal policy. This CEA is also interpreting and implementing existing policy through budget acts, statute additions or amendments following each legislative session, and policies issued from CalHR, GovOps, and other state oversight entities. Within this CEA's portfolio are contracts and budget, workforce development, legislation, state and federal juvenile justice grant administration, and compliance monitoring - all of which are governed by state and federal laws and regs, that may change with state and federal administration priorities as well as influenced by developing and adopted research on health and healing for youth with juvenile legal system involvement.