

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

04/24/2025

2. Department

3340 - California Conservation Corps

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

Executive - Capital Outlay Division

4. CEA Position Title

Deputy Director, Capital Outlay

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

The duties and responsibilities associated with the Capital Outlay Manager position within the California Conservation Corps (CCC) clearly require the broad policy development, strategic decision-making authority, and high-level interagency coordination indicative of a Career Executive Assignment (CEA), rather than a traditional civil service classification. This position is currently an Governor's Appointee (Exempt) position, the duties and responsibilities have already been deemed to exceed those afforded to civil service classifications.

6. Reports to: (Class Title/Level)

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*):

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.

Provide statewide leadership and oversight for the development, implementation, and enforcement of policies and decisions related to Capital Outlay, Deferred Maintenance, Major Capital Outlay, and Public Works Projects for the California Conservation Corps. Guide strategic coordination with control agencies and stakeholders to ensure successful delivery of projects that align with state objectives, regulatory compliance, and budgetary standards. Lead statewide Capital Outlay, Deferred Maintenance, Major Capital Outlay, and Public Works Projects policy, guidelines, and implementation on behalf of the California Conservation Corps (CCC).

Supervise a team including 1.0 supervisory, 3.0 professional staff, 1.0 technical staff, and provide technical guidance and oversight to over 10 technical staff across 27 statewide facilities. Includes working on the most complex construction and maintenance projects.

Oversee all CCC Capital Outlay projects under the direction of the CCC Director; coordinate directly with the Department of Finance (DOF) and Department of General Services (DGS) to ensure project timelines, budgets, and scopes are met.

Represent the CCC in funding requests, including the preparation of Budget Change Proposals (BCPs), provide testimony at legislative hearings and attend meetings with control agencies such as DOF, DGS, Legislative Analyst's Office (LAO), and legislative members and staff.

Manage project delivery in collaboration with DGS, from planning through design and construction, ensuring compliance with budget, schedule, and scope.

Serve as the Department's representative in contract negotiations for architectural and engineering services including selection, fee negotiation, and contract administration.

Apply expertise in state building codes and regulations, including Governor's Executive Order on Energy Efficiency, ADA, seismic safety, and hazardous materials compliance.

Ensure adherence to State capital outlay procedures, building design standards, construction methods, and engineering principles.

Utilize computer-based tools to monitor and manage capital outlay project progress and performance. Oversee development and implementation of solutions to complex project challenges. Plan and administer capital improvement projects including residential facilities (10–20 acres) with dormitories, dining halls, multipurpose buildings, warehouses, and sewer infrastructure.

Develop and execute a statewide deferred maintenance plan in coordination with CCC field offices and headquarters, ensuring code compliance and funding optimization.

Represents the CCC with other statewide organizations, departments, and networks and attend meetings on behalf of the CCC.

Supervise civil service staff in accordance with state personnel policies and procedures.

## 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 Deputy Director of Capital Outlay holds a pivotal leadership role within the California Conservation Corps (CCC), ensuring that the infrastructure and physical capacity of the Corps can fully support its mission. The CCC's residential program, guided by the California Public Resources Code (PRC), Division 12, is a foundational component of its operations. It offers structured housing and support to young adults, ages 18–25 (and up to 29 for veterans), engaged in conservation, emergency response, and personal development. The program's success is directly tied to the safety, functionality, and livability of its residential and non-residential facilities statewide.

The statutory framework, particularly PRC § 14000 et seq., emphasizes the CCC's role in cultivating job skills and fostering personal growth through hands-on environmental service. Residential centers play a vital, if not implicit, role in this mission by providing corpsmembers with a structured environment where they can thrive. Without modern, safe, and efficient facilities, the CCC cannot fulfill its legislative mandate or operational goals.

Currently, the CCC is managing four major capital outlay projects—Ukiah/Mendocino, Greenwood, Los Pinos, and Auberry Centers. Alongside this, the agency faces a mounting deferred maintenance backlog exceeding \$27 million across its 27 facilities. Addressing this extensive list requires expert oversight, strategic planning, and comprehensive project management—responsibilities that fall squarely within the scope of the Deputy Director, Capital Outlay.

Compounding this challenge is the Interagency Agreement (IAA) with CalFire, valued at \$3.5 million, which provides targeted funding to repair and maintain fire crew centers. These centers are essential for the CCC's emergency response efforts, and maintaining their operability is critical to the safety and effectiveness of California's broader wildfire response infrastructure.

Moreover, legislative mandates like SB 1020 and SB 416 have significantly increased the complexity of the Deputy Director's workload. SB 1020 (Clean Energy, Jobs, and Affordability Act of 2022) mandates that state agencies achieve 100% clean energy goals by 2035, requiring long-term planning, implementation of sustainable systems, and rigorous compliance with evolving environmental standards. Meanwhile, SB416 imposes enhanced LEED certification requirements for a majority of CCC facilities, necessitating specialized design, documentation, and tracking to achieve Gold or higher standards—an effort that requires both technical expertise and visionary leadership.

The Deputy Director, Capital Outlay, is not only instrumental in maintaining and developing critical infrastructure but is also a strategic leader navigating the increasing legislative, environmental, and operational complexities of the CCC. This role ensures that the CCC remains a viable and impactful program, capable of delivering on its promise to California's youth and the environment. The position is absolutely essential to the Corps' long-term sustainability, compliance, and effectiveness.

## **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.

This request is to convert an existing Exempt Governor Appointee position to a Career Executive Assignment (CEA) position. The conversion is necessary to support more effective recruitment, performance management, and long-term continuity for a highly specialized leadership role responsible for administering a complex and expansive statewide Capital Outlay program. The Governor's Office supports this request, recognizing the specialized nature of the position and the need for flexibility in securing the leadership talent required to ensure the success of California Conservation Corps' Capital Outlay program.

This position oversees a capital program with both residential and non-residential components, requiring an uncommon blend of strategic oversight, deep technical knowledge, and executive-level project management expertise. The responsibilities of this role demand a breadth and depth of experience in public infrastructure development, state budget processes, procurement, construction management, and regulatory compliance—competencies not typically associated with standard Governor Appointee roles. Due to these unique requirements, the Governor's Office conducted a recruitment effort but did not receive any qualified applications, illustrating the recruitment challenges presented by the Exempt classification.

Converting this role to a CEA position will allow the department to conduct a competitive, merit-based recruitment and expand the candidate pool to include seasoned professionals with the necessary expertise and public sector experience.

This conversion will also allow for the implementation of a structured performance management framework and ensure leadership continuity beyond changes in administration. Maintaining a consistent and qualified executive in this role is critical to delivering long-term capital investments on time and within budget, supporting the state's strategic goals, and ensuring public accountability.

### 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.

#### 1. Facility Expansion and Residential Center Development Policy

Developing and implementing policy regarding the expansion of residential facilities across California, including site selection, land acquisition, and construction standards for dormitories, dining halls, warehouses, and support buildings.

Statewide Impact: This policy directly affects CCC's capacity to house and train corpsmembers in underserved or high-need areas. Strategically expanding residential centers increases the CCC's presence across the state, enabling more young adults to participate in environmental conservation and emergency response training programs. It also ensures a more rapid and geographically equitable response to natural disasters such as wildfires and floods.

#### 2. Capital Outlay Budgeting and Funding Request Policy

Creation of internal policies for developing Budget Change Proposals (BCPs) and coordinating with the Department of Finance (DOF), Legislative Analyst's Office (LAO), and other control agencies to secure funding for capital projects.

Statewide Impact: Ensures predictable and efficient funding cycles for CCC infrastructure, reducing project delays and cost overruns. Effective policy here also strengthens the CCC's ability to align with broader state objectives such as green infrastructure, job creation, and community resilience.

#### 3. Sustainability and Energy Efficiency Compliance Policy

Formulating policy to ensure all CCC capital projects comply with the Governor's Executive Order on energy efficiency and sustainability standards, including net-zero energy goals and green building certifications (e.g., LEED).

Statewide Impact: Positions the CCC as a leader in sustainable public construction. These standards will reduce energy consumption and long-term operational costs for CCC facilities, while also modeling environmental responsibility for the corpsmembers and the communities they serve.

#### 4. Deferred Maintenance and Code Compliance Policy

Developing a comprehensive, statewide deferred maintenance plan for CCC sites, prioritizing critical repairs and upgrades in line with ADA, seismic safety, hazardous materials, and other California building codes.

Statewide Impact: Maintaining safe and functional facilities preserves CCC operations and extends the useful life of state assets. It also ensures compliance with legal standards, reducing liability risks and enhancing the health and safety of staff and corpsmembers statewide.

#### 5. Public Works Contracting and Vendor Selection Policy

Establishing internal guidelines for the selection, negotiation, and administration of architectural and engineering contracts, in alignment with DGS protocols and Public Contract Code requirements.

Statewide Impact: Improves transparency, cost-effectiveness, and quality assurance in the delivery of capital outlay projects. It also ensures that CCC projects maintain consistency in design standards and timelines across all 27 statewide sites, benefiting local economies and promoting contractor accountability.

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

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

The CEA oversees and directs all capital outlay activities for the California Conservation Corps (CCC), exercising high-level internal policy development, implementation and programmatic authority over facility expansion, capital project budgeting, sustainability compliance, and public works contracting. Reporting directly to the CCC Director, the CEA has broad discretionary authority to develop, implement, and enforce internal policies that govern the strategic planning, funding, and execution of infrastructure projects across 27 statewide sites.

This role serves as the Department's principal representative in negotiations and communications with the Department of Finance (DOF), Legislative Analyst's Office (LAO), Department of General Services (DGS), and other control agencies, with full authority to advocate for and defend the CCC's capital outlay priorities. The CEA formulates and executes statewide policies that align with the CCC's mission, state sustainability mandates, and legislative goals—policies which significantly impact the scope, timeline, and cost-effectiveness of all capital and maintenance projects.

The CEA's decision-making extends to the development and oversight of large-scale construction projects, land acquisition strategy, contract selection and negotiation for architectural and engineering services, and ensuring code and regulatory compliance. The position is empowered to make critical judgments independently, resolve complex problems, and ensure the final delivery of facilities aligns with state goals, community needs, and corpsmember training objectives. The CEA also leads policy on deferred maintenance and energy efficiency to preserve and enhance CCC infrastructure while modeling environmental stewardship.

In addition, the CEA manages and supervises civil service staff in accordance with state policies and procedures, ensuring team alignment with departmental priorities and project deliverables.

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

The Career Executive Assignment (CEA) position within the California Conservation Corps (CCC) plays a pivotal role in both the development and implementation of policy as it relates to the agency's Capital Outlay Program. Under the direction of the CCC Director, the CEA is responsible for interpreting and applying existing and new policies, regulations, and statutes governing state capital projects, as well as actively developing new policy frameworks to support the CCC's mission of expanding and modernizing its facilities.

In collaboration with control agencies such as the Department of Finance (DOF), the Legislative Analyst's Office (LAO), and the Department of General Services (DGS), the CEA develops strategic funding requests through Budget Change Proposals (BCPs) and other policy documents. The position requires high-level engagement with legislative staff and stakeholders to communicate policy rationale, justify funding needs, and advocate for new facility models, including potential ownership of non-residential centers.

As the Capital Outlay Manager, the CEA ensures compliance with existing codes, executive orders, and environmental and accessibility requirements, while also identifying gaps or inefficiencies in current policy that impact project delivery. Where existing policy is insufficient or outdated, the CEA formulates new guidelines, processes, or interpretations to address issues such as energy efficiency, seismic safety, and hazardous materials management.

The CEA also leads the development of internal procedures for project oversight, contract negotiation, and deferred maintenance planning, ensuring alignment with state regulations and the evolving needs of CCC's statewide facilities. Through ongoing collaboration with DGS and CCC leadership, the CEA ensures that policy decisions directly support timely, on-budget, and code-compliant capital outlay projects, reinforcing the CCC's long-term infrastructure and programmatic goals.