

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

2025-03-14

2. Department

California Highway Patrol

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

Personnel Management Division

4. CEA Position Title

Chief, Personnel Management Division

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

This position will serve as the Chief of the newly established Personnel Management Division. The Chief will support the California Highway Patrol's (CHP) mission to provide the highest level of safety, service, and security by serving as the primary policy maker and policy advisor to the Commissioner of the California Highway Patrol; being the principal policy maker and implementor for Senate Bill 2 (SB2), and personnel related functions, while ensuring sound administration of CHP human resource and personnel management programs in over 120 Area offices state wide, and for the workforce of the Board of Pilot Commissioners (BOPC).

6. Reports to: (Class Title/Level)

Commissioner, California Highway Patrol

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):

Managerial level is second level. This position will report directly to and have near daily interaction with the Commissioner of the California Highway Patrol (CHP). The Chief through fiduciary responsibility, will provide policy consultancy and policy interpretative guidance to the Commissioner while mitigating Departmental risk by serving as principal policy maker, policy interpreter, and policy advisor for the most complex and sensitive SB2, and personnel related matters. The Chief will ensure the Commissioner is apprised in real time coupled with strategies and implementation plans to resolve SB2, and personnel related matters timely. Additionally, the Chief will liaise with the Deputy Commissioner and Assistant Commissioners by providing policy guidance, policy interpretation, and through consultative services as needed for all SB2 and personnel related policies and scenarios.

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 administrative direction of the Commissioner of the California Highway Patrol, this position will serve as the Chief and provide vision, strategic planning, and incorporate the Commissioner's priorities and expectations for the Personnel Management Division (PMD). The Chief will serve as the principal policy maker and primary advisor to the Commissioner for all Senate Bill 2 (SB2) implementation and personnel related matters. The Chief will be responsible for keeping the Commissioner apprised in real time of any SB2 and personnel related matters coupled with solutions, implantation plans, and practicing sound risk management. The Chief will have the principal responsibility for establishing policy, interpreting policy, and overhauling current policies to implement SB2, and evolving control agency legislation for personnel programs. The Chief will be tasked with the administration of CHP human resource and personnel management programs.

The Chief will provide high-level technical expertise concerning policy establishment, policy interpretation, and policy revisions in addition to consultancy regarding the most complex and sensitive SB2, and personnel related scenarios to the Commissioner. The Chief will ensure the Commissioner is apprised in real time of potential issues concerning SB2 and personnel related scenarios couples with solution strategies and implementation plans to mitigate risk to the Department. The Chief will exercise full autonomy and proxy of the Commissioner while making decisions within the scope of SB2 and personnel related matters and as necessary represent CHP at California State Transportation Agency, collaborative State entity forums, control agency roundtables, and allied agency partnerships. The Chief will collaborate and provide guidance to the Deputy Commissioner, and Assistant Commissioners concerning new position requests, position forecasting growing the workforce to meet operational demands, departmental reorganizations, and personnel resource allocation for new Area Office and/or new Communication Center builds.

The Chief will collaborate and provide expert level technical assistance to CHP's Chief Legal Counsel regarding SB2 and personnel related matters. The Chief will collaborate, provide policy interpretation, guidance, and formulate solutions concerning SB2 and personnel related matters for the headquarter and nine field division Chiefs, ensuring statewide compliance with all governing policy, laws, rules, and regulations. The Chief through subordinate personnel will ensure documents, personnel program subject matter experts, or additionally requested resources are provided to CHP's Chief Legal Counsel for hearing or testamentary purposes.

The Chief will provide routine counsel, policy interpretation, and collaboration concerning SB2 and personnel program(s) to the Labor Relations Officer (LR Officer), regarding policy implementation and revisions, classification compensation packages, recruitment, selection, and employee performance management. The Chief will provide collaborative direction and assistance to LR Officer during bargaining processes for CHPs over 21 represented bargaining units. The Chief will be the primary policy advisor and interpreter when collaborative with LR Officer to solve the most complex and sensitive SB2 and personnel related matters.

The Chief will provide routine counsel, policy interpretation, and collaboration concerning SB2 and personnel program to the Chief (Equal Opportunity Officer [EEO Officer]) of the Equal Opportunity and Access Section (EOAS) regarding policy implementation, revisions, and interpretations. The Chief will collaborate with EEO Officer to ensure CHP's personnel management programs uphold EOAS practices and principles. The Chief will collaborate with the EEO Officer to ensure CHP's selection practices and performance management practices uphold the merit-based principle system and ensure a harassment free and professional work environment for all CHP employees. The Chief will provide expert level and contributing assistance to the EEO Officer educating them regarding selection practices and provide personnel program related expertise concerning reasonable accommodation requests.

As one of the largest law enforcement entities, CHP will have a sizable impact to operations ensuring compliance with SB2. Such operations will have a substantial policy impact on CHP's Academy, Human Resources Section, Office of Internal Affairs, and Uniformed Hiring Section internally and externally requires increased partnerships with Department of Justice and The Commission of Peace Officer Training. The Chief will be tasked with formulating, implementing, revising, and interpreting policy in addition to formulating operational procedures to ensure compliance with SB2 including establishing control measures, conducting periodic audits, active monitoring, establishing and implementing employee training, and fostering effective and collaborative relationships between CHP, the Department of Justice, and Commission for Peace Officer Training.

Furthermore, the Chief will provide administrative direction to an Assistant Chief, and through that Assistant Chief, oversee the operations of the Human Resources, Injury Case Management, Selection Standards and Examinations, and Uniformed Hiring Section(s). Additionally, the Chief will provide direction to one Staff Services Manager I (Specialist) tasked with performing the most complex and sensitive personnel program related assignments and providing Division level guidance to reporting commands.

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 personnel program(s) and implementation of policy and procedures for SB2 serve a supportive role to CHP's mission of providing the highest level of safety, service, and security. The personnel policies governing these operations ensure appropriate staffing levels are filled by qualified personnel to ensure emergency calls are routed and responded to in a timely manner. This begins with ensuring those personnel are qualified through competitive, comprehensive, and defensible examination processes. These very policies and procedures regulate the comprehensive background vetting certifying the right candidate proceeds forward in the hiring process, and conversely current employees with unacceptable conduct through compliance of SB2 policies and in tandem with the progressive discipline process are dismissed. Through the Chief's purview of established policies governing the merit-based principle practices, capable employees are promoted or transferred to positions statewide whom directly or indirectly carry out the mission of the CHP. If CHP did not have appropriate policy ensuring sound administration of personnel programs, the consequences of error not only could result in loss of delegated authority, embarrassment to the Department, litigious consequences, and loss of life. Each personnel program under the Chief's authority directly ties to the lively hood, career, work life balance, and personnel maintenance of over 11,000 employees of the CHP and the workforce of the Board of Pilot Commissioners (BOPC). Without appropriate policies governing these programs the mission of the CHP could be compromised and emergency services provided statewide could suffer potentially resulting in loss of life.

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.

Due to the need for increased need of policy expansion, evolution, and administration governance required, CHP has split the Personnel and Training Division (PTD) into two standalone Divisions. Thus, the Personnel Management Division (PMD), and the Departmental Training Division (DTD) have been established. The PMD will govern the personnel management programs as well as the responsibility of establishing, implementation, and revision policy resulting from SB2. This sizable increase in policy, governance, program complexities, and high-profile operations necessitates the PMD Chief report directly to the Commissioner of the CHP. The Chief will be the principal policy maker, policy advisor, and policy interpreter to the Commissioner and provide high-level technical expertise and serve as the subject matter expert for consultancy to CHP's Chief Legal Counsel, EEO Officer, LR Officer, and external stakeholders concerning SB2 and personnel program operations. The previous uniformed Chief position of PTD has been redirected to serve as the Chief the newly established DTD. Due to the policy creating, revision, implementation along with the significant program oversight and high-level collaborative relationships and consultancy required, the Career Executive Assignment, Level C, (CEA,C,) is the commensurate classification for this role, as such CHP will be upgrading the current CEA, B to fulfill this role.

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 will be tasked with establishing new policies and revision of current policies to ensure CHP's compliance with SB2. The Chief will take the lead role collaborative with Division Chiefs incorporating their feedback and program processes while developing policy. The Chief will develop and roll out implementation strategies. The Chief will keep open communication between Division Chiefs and other internal stakeholders to conduct ongoing review of policies and make amendments as needed to evolve with operational and compliance demands while ensuring policy does not hinder operations but provides sound governance for operations.

The Chief will serve as the primary policy advisor and policy interpreter for the Commissioner, CHP's Chief Legal Counsel, EEO Officer, and LR Officer, for all SB2 and personnel program related policy. The Chief will provide consultancy and policy interpretation to all headquarter and field Division Chiefs as needed.

The Chief will have principal policy authority and influence over the existing 97 chapters dedicated to personnel related policy. The Chief will be tasked with ensuring these policies are monitored, reviewed annually, and updated as revised as laws, rules, and regulations are enacted and/or amended. The policies under the proposed Chief's authority are heavily relied on and referenced by personnel statewide, as CHP is a large department with complex personnel activities and routine geographical movement. The Chief will ensure comprehensive SB2, and personnel related policies are adhered to ensuring operations are conducted within all laws, rules, and regulations, and policy is interpreted and applied consistently statewide.

In addition, the Chief will have policy oversight for personnel programs that have direct statewide impact that play either a direct or supporting role to the CHP's mission. These personnel program are but not limited to examination services, performance appraisal process, nonuniform and uniformed merit based hiring, nonentities and sensitive applicant background process, pre-employment medical screening process, Department of Motor Vehicle Pull Notice Program, delegation authority and reporting (for both CHP and BOPC), conflict of interest program (580 filers), bilingual certification program, unlawful appointment investigation process, merit issue complaints investigation process, compensation services, disability services (FMLA/LOA/CRFA/SDI/NDI), medical placement process, medical termination process, medical retirement process, medical reinstatement process, uniformed reinstatement process, and file maintenance of over 20,000+ personnel files.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Chief will have principal authority over policy creation, policy implementation, policy revision, primary policy advisor and policy interpreter for the Commissioner, for all policies and operations concerning SB2, personnel programs, and direct the operations of the PMD. The Chief will exercise sound decision making authority at the highest level, ensure fiscal responsibility and accountability for the over 12-million-dollar PMD budget, and be a steward of the CHPs delegated authority. The decision-making authority bestowed to the Chief will have significant statewide impacts as the Chief will have the authority to establish policy, revise policy, and implement policy to coincide with SB2 and personnel program mandates to align with control agency backed laws, rules, and regulations.

Program areas in which the Chief will provide policy governance, strategic visioning, administrative direction, and oversight for are the HRS, ICMS, SSES, and UHS. The Chief will be responsible for the overall administration of CHP's SB2 compliance and personnel programs, day-to-day operations and provide administrative direction to an Assistant Chief. The Chief will support CHP's mission through implementation of PMD's strategic plan by establishing goals and objectives for HRS, ICMS, SSES, and UHS ensuring achievement of major program responsibility as all four commands are custodians for the programs with direct personnel impact on BOPC's workforce and the over 11,298+ CHP employees statewide.

The Chief will exercise authority and sound fiscal management practices concerning PMD's over 12-million-dollar operating budget. The Chief will be responsible for ensuring proper resource allocations, reviewing and approving operating budgets of subordinate commands at the Division level, approving reallocation of funds requests of subordinate commands at the Division level, identifying operational deficiencies in lean budget years, and forecasting future needs for budget expansions. This autonomy will additionally include oversight for grants and contract management for PMD operations, ensuring appropriate compliance with reporting mandates and appropriate disbarments of funds. The Chief will have routine discussions with the Commissioner, the Chief of the Administrative Services Division, the Department of Finance, and as needed representatives of the California State Transportation Agency.

The Chief will actively collaborate with CHP's Chief Legal Counsel concerning SB2 and personnel program related matters by formulating solutions to the most complex and highly sensitive SB2 and personnel policy matters, provide subject matter expert testimony on behalf of CHP during legal proceedings as requested, and serve as the primary SB2 and personnel policy advisor. This collaborative partnership will provide CHP's Chief Legal Counsel substantial ongoing support and assist with the mitigation of risk management concerning SB2 and personnel policies and programs.

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

The Chief will serve as the principal policy establisher, policy reviser, and policy implementor regarding SB2 compliance and personnel program related policies. As one of the largest law enforcement agencies, CHP's policies must be sound, appropriately interpreted, clearly written, and most importantly applied correctly. The Chief will be responsible for establishing policy, revising policy, implementing policy, and serving as the primary policy advisor and policy interpreter to the Commissioner of CHP. The Chief will serve as the principal lead conducting review of current policy annually to ensure amendments per new legislation or mandates via control agencies and adhered to. The personnel programs under this Chief receive the most complex, sensitive, and multifaceted matters that demand sound policy to ensure those performing the daily operations can apply the policy appropriately and consistently. The Chief's decision-making authority regarding policy will impact the over 11,298+ statewide employees and the workforce of BOPC. The Chief will serve in a fiduciary capacity to the Commissioner as the primary policy interpreter and policy advisor to the Commissioner, ensuring the Commissioner is provided the most accurate applications of policy commensurate with the spirit in which the policy was written. Additionally, the Chief will be the primary policy advisor and interpreter to CHP's Chief Legal Counsel, EEO Officer, LR Officer, and Chief of Internal Affairs, concerning SB2 and personnel related matters; working collaboratively to formulate solutions, provide subject matter expertise for litigious activities, to the most complex and sensitive SB2 and/or personnel program matters.