

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

12/23/2024

2. Department

Governor's Office of Service and Community Engagement

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

California Volunteers

4. CEA Position Title

Director of State & National Service

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

The Director of State and National Service is responsible for developing policies, continuous improvement, reporting, and overall implementation for the AmeriCorps California program across the state and ensuring agency compliance and accountability with state and federal policies, terms, and conditions for GO-Serve service programs supported with federal AmeriCorps funds. The Program Operations is mission critical for California Volunteers and the Director of State and National Service directly sets policy and manages the AmeriCorps California program as well as oversee federal grant administration for multiple agency service programs. The Director of State and National Service executes program policies, oversees training and technical assistance, grant compliance and accountability, procedures, and best practices that support California Volunteers' mission, vision, goals, and objectives.

6. Reports to: (Class Title/Level)

Chief Program 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.

Oversees the implementation and continuous improvement of the AmeriCorps California Program. Sets annual program targets in coordination with Agency leadership. Works with division staff to support subgrantees in meeting strategic program priorities, goals, and performance measurement targets. Works with division staff to identify challenges, risks, and develop solutions. Manages all program policy, guidance, and reporting documents for successful implementation. Oversees development and adoption of AmeriCorps program design and grantmaking policies in coordination with agency leadership and the California Volunteers Service Commission Board. Oversees development and implementation of training and technical assistance, development and implementation of grant monitoring activities and procedures, and programmatic response to external audit requests. Oversees administration of state and federal local assistance funds. Manages overall program data collection and analysis; reports trends, successes, and challenges. Oversees coordination with internal departments of Marketing, Communications, DIO and Administration. Supports statewide marketing and communications for program awareness and recruitment.

Provides big picture vision, day-to-day leadership, and strong staff management for the entire AmeriCorps California program team. Leads state and national service strategic planning, priority setting, team goal development, and implementation plan for staff. Ensures staff workload is manageable. Monitors ad hoc requests so no one staff is overburdened. Mentors and coaches other leaders of the AmeriCorps California team to ensure effective communication, coordination, and adherence to team values. Works collaboratively and transparently with other departments across California Volunteers to ensure alignment on priorities and goals. Sets a strong foundation for advancing the values of Diversity, Equity, and Inclusion across the AmeriCorps California team and the broader organization.

Collaborates, cultivates, and manages relationships with state and national service networks, including the AmeriCorps federal agency, California AmeriCorps Alliance, America's Service Commissions, Voices for National Service, and the AmeriCorps Program Committee. Supports the building of a strong network of AmeriCorps California subgrantees and local partnerships in order to promote peer learning and exchange of best practices across the network. Maintains exceptionally high brand standards in all activities and communication, especially as it relates to stakeholder engagement on behalf of the organization. Cultivates relationships with nonprofit partners, local and state agency partners, and higher education thought leaders to build their support for AmeriCorps California.

Lead the development of new AmeriCorps program initiative in coordination with the Chief Program Officer. Participates in staff meetings, work events, attends trainings, provides work status reports, handles special projects, and serves on inter-department working groups.

**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, CV has 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 California. The Program Operations is mission critical for California Volunteers and the Director of State and National Service directly sets policy and manages the AmeriCorps California program as well as oversee federal grant administration for three programs mentioned above. Additionally, the Director of State and National Service develops new service initiatives, executes program policies, oversees training and technical assistance, grant compliance and accountability, procedures, and best practices that support California Volunteers' mission, vision, goals, and objectives.

**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.

The Director of State and National Service is currently an exempt appointed position 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 Director of State and National Service will have the principle policy oversight for the following:

Manage day to-day operations of the AmeriCorps California program. This position will oversee the implementaiton of policy by managing the key functions of AmeriCorps California including, delivery of required subgrantee training and technical assistance, subgrantee reporting requirements, funding decision-making, contracting and budgeting, and data reporting. This position will identify risks and troubleshoot challenges.

Directly sets policies that guide AmeriCorps program design requirements. The Director of State and National Service reviews the effectiveness of existing program policies, works with appropriate stakeholders to solicit input and amend and/or propose new policies as necessary to achieve program/agency missions and objectives.

Directly sets policies that guide the AmeriCorps grantmaking process, including applicant eligibility requirements, funding priorities, funding selection criteria, application review processes, and minimum threshold criteria for funding consideratio.

Manages AmeriCorps subgrantee ompliance and accountability. This positon establishes the grant requirements and monitoring activities the program will follow to ensure compliance with state and federal policies.

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

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

The Director of State and National Service has the authority to negotiate, make decisions, and recommendations for the success of GO-Serve. The Director of State and National Service oversees the implementation of new policies and new procedures and has authority over the strategic planning and implementation of new organizational changes to improve efficiencies and changes/updates to California Volunteers or GO-Serve mission critical initiatives accessed internally by state employees, the public, and other stakeholders. The Director of State and National Service exercise judgment in decisions affecting AmeriCorps California, California Climate Action Corps and College Corps--all programs fully or partially supported with federal AmeriCorps dollars--and uses statewide expertise and technical knowledge effectively to address and present sensitive issues to GO-Serve.

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

This CEA position reviews existing AmeriCorps program design and grantmaking policies for continuous improvement and may propose new policy for California Volunteers Commission Board approval as necessary to ensure operational efficiency and/or to meet GO-Serve funding priorities and objectives.