

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

7/15/2025

2. Department

Justice

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

Division of Operations

4. CEA Position Title

Assistant Director, Business Services

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 Chief, Division of Operations, the Assistant Director functions as a member of the management team and provides policy direction and guidance for the Department of Justice (DOJ) Business Services statewide. The Assistant Director is responsible for directing Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services. The position will develop, implement, and evaluate policies and procedures to ensure departmental compliance with the legal requirements of the State.

6. Reports to: (Class Title/Level)

Chief, Division of Operations (CEA, Level C)

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*): As a member of Executive Leadership, the CEA will act as the expert for the program areas that this position manages. The CEA will provide guidance and recommendations to the Division of Operations Chief.

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.

The Assistant Director (AD) functions as a member of the management team and provides policy direction and guidance for the Department of Justice (DOJ) Business Services statewide under the general direction of the Chief, Division of Operations. The AD will be responsible for directing the Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices. The position will develop, implement, and evaluate policies and procedures to ensure departmental compliance with the legal requirements of the State.

The AD will provide leadership and policy formulation to program areas within Business Services, including Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services. The position will ensure these programs operate successfully to support DOJ operations statewide for all staff and the public. In coordination with the Division of Operations Chief, the AD will develop and monitor the budget for Business Services and assures the budget is sufficient to administer operations efficiently.

The AD will consult with Executive Management to ensure the integrity of program operations with departmental Directors and subordinate managers regarding the implementation of best practices in Business Services. The position will establish, maintain and foster effective working relationships with control agencies, private, public, and other stakeholders relevant to DOJ operations. The AD will represent DOJ at various meetings, conferences and forums.

The AD will advise the Division of Operations Chief and Executive Office on operations and policies impacting the administrative functions of business services; provide day-to-day policy decisions on operating procedures, implementation of programs and management techniques impacting the business direction of the DOJ and ensures fiscal responsibility and establishes standards of accountability. The position will oversee staff in the Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices through subordinate managers, ensures adequate expenditure controls are in place, oversees the accuracy of business service data and implementation of systems for analysis and projections, and performs fiscal forecasting efforts to foresee future expenditure trends that influence departmental operations and financial goals.

The AD will consistently and effectively mentor, coach, and guide staff in the development of their knowledge and expertise in the various program areas. The position will provide necessary resources to ensure that all business service professionals and appropriate staff throughout DOJ are trained.

The AD will provide direction and guidance to managers and staff, including assigning and prioritizing workload; reviews work products and provides feedback; hires subordinate managers and supervisors; prepares performance evaluations; and handles formal disciplinary and grievance issues. The position will effectively contribute to DOJ's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.

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: Business Services within the Division of Operations is critical in supporting the Attorney General's (AG) mission. The AG is the state's chief law enforcement officer and has the responsibility of ensuring the laws of California are uniformly and adequately enforced, which is fulfilled through the diverse programs at the DOJ. The DOJ is responsible for providing skillful and efficient legal services on behalf of the People of California. The AG represents the People in all matters before the Appellate and Supreme Courts of California and the United States; serves as legal counsel to state officers, boards, commissioners, and departments and represents the people in actions to protect the environment, consumers, antitrust and civil laws; and assists district attorneys in the administration of justice. The DOJ provides oversight, enforcement, education, and regulation of California's firearms/dangerous weapon laws; provides evaluation and analysis of physical evidence; regulates legal gambling activities in California; supports telecommunications and data processing needs of the California criminal justice community; and pursues projects designed to protect the People of California from fraudulent, unfair, and illegal activities. The proposed AD, Business Services will develop, implement and oversee critical business management support and services that directly impact DOJ's ability to conduct mission critical operations.

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.

The Division of Operations has identified operational needs to restructure some of its key program areas under this new AD. The proposed Business Services AD would be re-branding and consolidating the current Office of Chief, which currently reports directly to the Division of Operations Chief, and the Facilities/Telecom/Central Service/Sustainability programs, which currently reports to the Office of Fiscal Services Director. There is a substantial amount of program/division support activities in these units, including strategic initiatives, administrative services and statewide operational services, and ultimately they are more business services than they are Office of the Chief. There has been an increase workload in both areas including onboarding to Fi\$CAL and more facilities management issues. This concept would merge these programs under the newly created CEA, managing the two Staff Services Manager IIIs that currently oversee these activities, and the CEA would report to the Division of Operations Chief.

DOJ has increased its position authority in the last few budget cycles by approximately 100 positions. These positions were largely a direct result of increased workloads and legislation passed to boost the DOJ's efforts on consumer protection, gun legislation, and artificial intelligence, in addition to increased workloads related to the current federal administration. Next fiscal year, the DOJ is anticipated to receive an additional 284 positions (per the 2025-26 Governor's Budget). This represents a significant increase to the DOJ's staff, resulting in additional space needs, various equipment requests, and all of the workload and support functions for nearly 400 additional employees.

The establishment of the AD, Business Services will allow for closer oversight of the strategic initiatives, administrative services, statewide operational services, and facilities/telecom/central service/sustainability programs, increasing the ability to monitor the Department's business services more closely. The goal of Business Services is to provide support and technical business management expertise to assist the Attorney General and the Department of Justice in achieving its goals and objectives. The AD will provide strategic consultation to Executive Leadership on enterprise planning, enterprise projects, business transformation activities, business management strategies, and sustainability for DOJ's mission and operations.

To support this emphasis and shift, the new AD will be charged with policy oversight and direction to the Business Services programs within the Office: Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices. The AD will provide a more consistent and streamlined administrative support effort for DOJ's mission and legislative responsibilities.

The Office of the Chief is responsible for division personnel services; various business services; asset management; employee and program services including records and parking/forms; and continuous process improvement, project management and coordination.

The Facilities/Telecom/Central Service/Sustainability programs are responsible for real property-related work at over 90 facilities which include office construction, reconfiguration, and leasing; Telecommunications department-wide; facility warehouse and mailroom operations and managing the Department's Sustainability Program.

In conclusion, the increasingly complex environment within DOJ necessitates the creation of a dedicated CEA position. This role will bring technical expertise, data-driven decision-making, and strategic oversight to DOJ's business operations, ultimately enhancing the organization's ability to fulfill its mission.

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 AD will be responsible for providing program and policy direction, including formulating and implementing department-wide policies for those areas that this position manages. Specific examples of these policies include but are not limited to the following:

Policy related to fleet/vehicle management to ensure efficient, safe, and cost-effective management of DOJ vehicles. This will include vehicle procurement and resale or disposal, maintenance and repairs, compliance, fleet monitoring and reporting, and management of fuel, costs, drivers, risk and safety.

Policy related to responsibilities and expectations for the effective acquisition, management, and maintenance of all DOJ facilities to ensure alignment with operational needs, safety standards, compliance, and long-term asset value.

Policy on project management/coordination to ensure the effective planning, execution, and oversight of projects related to administrative information systems supporting operational efficiency, data integrity, and alignment with Department technology and organizational goals.

C. ROLE IN POLICY INFLUENCE (continued)

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

The AD will serve as the decision-making authority for all Business Services for DOJ for the following programs: Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices.

The AD will set policy and serve as an advisor for actions for the aforementioned programs. The AD will work with the other Directors and ADs within the various Division of Operations offices (Office of Human Resources, Office of Fiscal Services, Office of Legal Support Services) as needed and coordinate the development and implementation of policies and strategies to align staff and operational activities with DOJ's mission and goals. It is essential that the Directors and ADs within the Division of Operations collaborate, share their knowledge and roles, and work as a team.

The AD will exercise judgment in making decisions affecting all aspects of the DOJ. Poor judgment and decisions can adversely impact department morale and effectiveness, damage the program and policy-making processes, and jeopardize DOJ's ability to achieve its objectives.

As state resources become more scarce, effective and efficient use of these resources will be critical in maintaining and determining the scope of DOJ's mission in providing legal and law enforcement services. These mission critical decisions have significant political and service delivery impact. DOJ's legal clients include the Governor's Office, other constitutional offices, and state agencies. DOJ law enforcement serves all of the local agencies within California in long term and real time enforcement activities. The AD will play a key role in all business management decisions on program operations which directly impact policy decisions and policy making.

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

The AD will formulate and direct the development of new and/or existing policy in the business service program areas of responsibility to meet the DOJ's operational needs.