

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

2025-10-07

2. Department

State Compensation Insurance Fund

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

Executive Office

4. CEA Position Title

Senior Vice President of Executive Operations

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

The SVP of Executive Operations is a senior-level executive responsible for the daily functions and strategic execution of the Executive Office's operations, including developing operational strategies, managing budgets, ensuring regulatory compliance, and overseeing operational teams and resources. This SVP ensures State Fund adheres to all applicable laws and regulations, including corporate standards and reporting requirements. Provide guidance to the board of directors on their legal and corporate responsibilities, corporate governance issues, and other matters.

6. Reports to: (Class Title/Level)

Chief Executive 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*):

The SVP attends all Executive and Board meetings and translates high-level organizational goals into actionable plans, driving efficiency and productivity, collaborating with Executive leaders, and reporting on performance to the CEO and Board of Directors.

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 SVP is a key executive officer responsible for ensuring compliance, facilitating communication between the board and management, and supporting the board's fiduciary responsibilities.

Board and committee management

- Meeting coordination: Manages the full logistics for all board and committee meetings, including scheduling, preparing, and distributing agendas and supporting materials.
- Minutes and record-keeping: Attends and records detailed, accurate minutes for all board and committee meetings. These records are official and legal documents of the board's actions. Ensure compliance with the Bagley-Keene Act of 1967.
- Governance framework: Designs, implements, and maintains the corporate governance framework, including all board and committee charters.
- Best practices: Stays informed on the latest corporate governance trends and regulatory requirements to advise the board on best practices.

Advisory and liaison

- Trusted advisor: Serves as a confidante and expert resource for the board and senior management on matters of board responsibilities, governance, and protocol.
- Review, draft, and prioritize all outgoing and incoming correspondence. Maintain authorized control of all communications to and from the Board members. Acts as the primary point of contact and communication conduit between the board of directors and the executive leadership team. Manages communication and engagement with key external stakeholders, including shareholders, regulators, and third-party service providers. Acts as the single point of contact for Board members regarding external state agency communications to the Board member of the Bureau of State Auditors, California Department of Insurance, Division of Industrial Relations, and any other governing body.
- Risk assessment: Advises the board and executives on potential legal and corporate governance risks.
- Expense Oversight: Oversee and review financial expenses & reimbursements are aligned with State Fund's policies and procedures.
- Liaise with the Governor's office with regards to the appointment of new board members and the offboarding of members that have completed their term.

Compliance and regulatory oversight

- Ensure that the Board's operations and Committees are meeting their obligations and are in alignment with State Fund's strategic objectives.
- Policies and bylaws: Ensures that the company and the board operate in accordance with State Fund's Code of Conduct, and other foundational documents.
- Records management: Organizes, maintains, and safeguards all essential corporate documents and records.

Board of Directors development and support

- Facilitates the orientation and onboarding for new board members to ensure they understand their duties and State Fund's governance structure.
- Organizes training and ongoing development for directors to keep them informed on evolving regulatory landscapes and best practices.
- Administers board effectiveness assessments and governance audits.
- Tracks director qualifications and independence to assist the nominating and governance committee.
- Create and administer department policies and procedures including the Board of Directors manual identifying duties, responsibilities, compliance training, discharging their fiduciary duties, and mandated training covering state laws and duties.
- Complete accurate research and analysis and report to the CEO/ Board of Directors as assigned.

Provide operational oversight of the Executive Office. Manage and lead a team of professionals responsible for providing administrative support to Executive Committee members. Oversee staff work focused on providing support for the executive office, including calendar management, meeting coordination, travel planning, and expense reporting. Monitor and evaluate the operating performance of the program to ensure alignment with overall company goals and policies to achieve operational success. • Analyze current operations to find bottlenecks and inefficiencies and then implement strategies for continuous improvement. Ensure the executive office and operational divisions reflect the desired corporate culture and ethical standards of the company. Facilitate the program's budget planning process and maintain accurate position control.

Provide a strategic and operational partnership with the President/ CEO, acting as a right-hand person to amplify their effectiveness, manage strategic projects, bridge communication gaps, and act as a trusted advisor. Participate in strategic planning and advises the executive committee on governance-related implications of major decisions. Manage day-to-day operations and priorities, freeing up the President/ CEO's time to focus on higher-level strategic thinking. Ensure effective communication flows between the CEO, the executive team, and the broader organization. Continuously assesses and improves corporate governance processes to enhance board effectiveness and alignment with strategic goals. Manage the follow-up with Executives of open items/action points that result from Board and Committee meetings.

Program management and team development. Guide, direct, and evaluate the performance of staff in the Executive Office. Lead teams: Provide leadership to cross-functional teams and projects, driving toward strategic objectives. Foster a strong culture: Ensure the executive office and operational divisions reflect the desired corporate culture and ethical standards of the company. Provide training, development and mentorship to staff. Ensure that recruitment and selection are handled in a fair and imp

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 Senior Vice President (SVP) of Executive Operations is critical to achieving the program's mission by translating the strategic vision of the CEO and Board into efficient, compliant, and well-governed operations. This senior executive functions as a strategic integrator and enforcer, ensuring that the organization's daily activities are directly aligned with its long-term goals and regulatory obligations. The SVP is uniquely positioned to link the organization's visionary goals with the operational reality of its programs. Facilitating strategy implementation, the SVP takes the CEO's vision and translates it into actionable objectives and policies that guide the entire organization. This role handles strategic tasks that would otherwise consume the CEO's time, freeing them to focus on high-level, external issues critical to the organization's success and mission. The SVP helps gather and present the information needed for sound, data-driven decisions by the CEO and other executives. This ensures that the choices made support the mission.

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 current incumbent is currently classified as a Program Manager II, SCIF. This classification is a managerial level class where incumbents are responsible for directing and managing program and functions. They oversee and direct the activities of others and have responsibility for all administrative and managerial responsibilities for assigned program and policy areas.

The Senior Vice President (SVP) of Executive Operations role is supported as a Career Executive Assignment (CEA) classification due to its high-level, policy-influencing responsibilities and direct interaction with top administrative authorities. The position is inherently strategic, requires extensive participation in policy evolution, and acts as a chief advisor to the CEO and Board of Directors, which are core functions of a CEA 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 Senior Vice President (SVP) of Executive Operations is responsible for setting high-level strategic policy that governs the day-to-day workings of the Executive Office and Executive Committee and aligns with its overall mission and long-term goals. This involves developing, implementing, and enforcing policies and procedures to ensure operational excellence, efficiency, and compliance across various departments.

1. The Senior Vice President of Executive Operations will translate high-level business goals set by the CEO and Board of Directors into actionable operational strategies and policies. The SVP is responsible for developing and implementing policies that directs the governance of activities of Executive Committee and Senior Leadership members in addressing directives set by the CEO and Board of Directors and ensures they align with State Fund's mission and enterprise wide goals.

2. In overseeing corporate governance and operations, the Senior Vice President of Executive Operations is directly involved in developing and implementing internal policies that guide the executive committee and board of directors. The SVP ensures adherence to corporate governance practices and regulations and develops policies to ensure all operational activities in the Executive Office comply with federal, state, and local laws and regulations, such as the Bagley-Keen Act, as well as industry-specific standards.

3. The Senior Vice President of Executive Operations has the responsibility of maintaining corporate records. This duty includes setting, implementing, and overseeing policies and procedures to ensure the organization's records repository is maintained in accordance with all applicable laws and regulations.

4. The Senior Vice President of Executive Operations functions as a key liaison to both the board and the Governor's office. SVP engages with high-level external officials and political stakeholders. In a government-affiliated organization, this position would be a key voice in advocating for the organization's interests and shaping the regulatory environment it operates within. By coordinating new board appointments, the SVP also influences the long-term policy direction of the organization. The SVP is responsible for setting and implementing policy for the on-boarding and off-boarding of Board members.

5. The Senior Vice President of Executive Operations is responsible for the internal and external communications coming into and from the CEO and the Board of Directors and establish mechanisms for two-way communication, allowing employees to provide feedback to the CEO. This helps monitor company sentiment and build trust. The SVP is responsible for establishing and implementing policies and procedures that ensures communications from the Executive Office focuses on protecting the organization's reputation and ensuring communication consistency from the CEO and Board of Directors.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Senior Vice President (SVP) of Executive Operations' authority is a high-level blend of strategic leadership and direct operational control, functioning as a partner to the CEO while also serving as a key liaison to the Board and external government officials. This position involves both high-level governance advisement and hands-on administrative management. The SVP's scope is broad and multi-faceted, covering internal operations, external relations, and strategic corporate governance.

- The SVP is responsible for ensuring the organization's day-to-day activities align with its strategic goals. This includes planning, developing, and implementing operational policies and procedures to improve efficiency and productivity.

- Board and executive support: The SVP manages the operational needs of the board of directors, including handling logistics for meetings and maintaining confidential records. The SVP also facilitates communication between the board and the executive team.

- Policy and compliance: A major function of the role is overseeing corporate governance practices, as well as developing, implementing, and enforcing internal policies. The SVP ensures the organization adheres to all relevant statutory rules and regulations.

Team leadership: The SVP leads and mentors staff to achieve organizational goals and ensures high-quality performance.

- Government liaison: A unique and critical aspect of this role is serving as the primary point of contact between the organization (State Fund) and the Governor's office.

Board appointments: The SVP is responsible for coordinating the appointment of new board members, working directly with the Governor's office.

The SVP of Executive Operations' decision-making authority includes significant influence and direct power over policy and high-level administrative functions. The SVP directly develops and implements corporate policies, particularly regarding operational efficiency and adherence to governance. This gives them the power to shape the company's internal rules. The SVP advises the CEO and board on governance matters and strategies. The SVP makes recommendations on departmental budgeting and resource allocation to support strategic initiatives.

The SVP's decisions are primarily operational and administrative. The ultimate strategic direction of the company and major capital decisions remain with the CEO and Board of Directors. In many areas, the SVP's role is to implement the strategies formulated by top leadership rather than to set those strategies themselves.

The SVP of Executive Operations is a high-level strategist and operational leader. They have significant authority over internal administrative and operational policies and act as a critical bridge between the executive team, the board, and external political offices. While they do not have final authority over all strategic matters, their influence is substantial.

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

The SVP of Executive Operations develops and implements new policies through strategic direction and interprets existing policies by ensuring operational and regulatory compliance. This role translates the vision of the CEO and Board into actionable policies and procedures for the organization to follow. Also, the SVP is responsible for ensuring the entire organization adheres to existing policies and compliance standards. This is done through both oversight and direct involvement.