

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

2025-10-27

2. Department

California High-Speed Rail Authority

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

Contracting Office

4. CEA Position Title

Assistant Deputy Director of Contract Administration

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

Under administrative direction of the Chief of Contracting, the Assistant Deputy Director of Contract Administration is responsible for the oversight of contract management and administration for California High-Speed Rail Authority's (Authority) contracts. The Assistant Deputy Director of Contract Administration is responsible for ensuring compliance to all statutes and Authority policies and procedures, cost-effective expenditures of contract resources, and ensuring contractors fulfill strategic and contractual obligations to the Authority for the successful delivery of the high-speed rail (HSR) project on schedule and within budget. The incumbent assists the Chief of Contracting in leading the Authority's Contracting Office. The incumbent will also oversee contract managers for the Authority that will include Authority consultants and support staff under contract.

6. Reports to: (Class Title/Level)

Chief of Contracting (Chief of Contract Administration)

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 CEA will have frequent contact with the Chief of Contracting, Chief Executive Officer (CEO), and executive management team as a result of its responsibilities directing and managing critical contracting policies of the high-speed rail project.

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 Career Executive Assignment (CEA B) functions as the Assistant Deputy Director of Contract Administration. The Assistant Deputy Director of Contract Administration, together with the Chief of Contracting, oversees contract administration for all Authority contracts of the California High-Speed Rail Authority (Authority). The Assistant Deputy Director of Contract Administration will provide subject matter expertise to ensure that Authority contract managers are compliant with the laws, regulations, State Contract Manual, as well as the Authority's contract compliance and contract management policies and procedures. The incumbent is also responsible for administering the Authority's largest contract (Program Delivery Support or PDS) and ensuring cost-effective and efficient contracting operations for the successful delivery of the high-speed rail (HSR) project on schedule and within budget, and achieving Authority objectives.

The Assistant Deputy Director of Contract Administration will assist the Chief of Contracting with administrative leadership, supervision, and oversight of the Contracting Office. The CEA directs and evaluates Authority-wide contract administration functions for complex, critical, and high dollar amount contracts to ensure alignment with all contract management requirements, rules, and establish readiness in the event of audits or reviews. The CEA recommends and implements policy for the administration, implementation, and oversight of contract management operations. This position assists the Chief of Contracting in directing and implementing critical policies to ensure alignment with federal and state requirements and contracting best practices and develops policies to promote efficiency and cost-savings.

The Assistant Deputy Director of Contract Administration provides leadership and policy direction on operating procedures and guidance documents for the successful management and administration of Authority contracts. The CEA develops and implements critical procedures and management techniques impacting the goals and objectives of the Contracting Office and the Authority's contracting plans. The CEA oversees extensive training and development initiatives for contract managers, coordinates with leadership across procurement and contract management branches to ensure consistency and alignment with policy, and institutes reviews and internal auditing protocols which confirm alignment with all requirements and proper record keeping. The CEA also provides input and approval of standards and performance metrics for the evaluation and management of contracts, and promotes efficiency, transparency, and fairness in all contracting activities.

The Assistant Deputy Director of Contract Administration will also conduct and review analytical studies and surveys and formulates procedures, policies, and contract program alternatives of contracting operations. The CEA will maintain awareness of an overall multi-billion dollar procurement portfolio, associated workload and program direction, and facilitate timely planning of contracting strategies. The CEA oversees performance and analysis of market surveys to meet program requirements and advise on highly complex contracts for research and development, production, sustainment, and acquisition of services. This position will also make presentations and meet with the Authority management, the Federal Railroad Administration (FRA), Department of Industrial Relations, the public, the Authority Board of Directors (Board), sub-recipients of FRA funding, and other groups as needed. The incumbent will also represent the Authority in matters pertaining to contracting responsibilities with the public, professional and union associations, the Legislature, and various government agencies and groups, and act for the Chief of Contracting in their absence.

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 Authority has continued to evaluate the evolving needs of its various offices to ensure HSR project success. This evaluation has resulted in a critical need to propose restructuring within the Contracting Office, due to the Authority's centralization of contracting operations. This position will provide the necessary leadership needed to oversee contract management and administration functions. Contract management and administration functions are critical to the HSR project's success to ensure contract managers follow defined requirements, documentation processes, policies, and protocols. These functions ensure accountability and compliance with laws, regulations, the State Contract Manual, Department of Industrial Relations requirements, as well as the Authority's contract compliance and contract management policies and procedures.

The Assistant Deputy Director of Contract Administration will enhance the following: ensure the compliance of HSR project contracts across the Authority, support the strategic alignment of the Contracting Office within the Authority's overarching governance and control of agreements, and support Authority contracts throughout the lifecycle to effectively serve the Authority's needs.

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.

A new Chief of Contracting (exempt governor appointed position) was appointed in March 2025, which reports directly to the CEO. The Contracting Office provides the necessary resources and expertise to the Authority Offices and contractors that help support the delivery of the HSR project as the design phase of the project transitions to the construction phase. As a result of the Chief of Contracting appointment, contracting functions have been centralized into the Contracting Office which were previously decentralized and spread out amongst various Authority offices. The centralizing of contracting functions has created a need for more leadership and oversight in the Contracting Office, and the establishment of new Authority policies, procedures, and internal controls. As the Authority progresses its delivery of the HSR project, the Authority will be procuring over the next several years contracts that will have an estimated total value of over \$5 billion. With current and future contracts of this size, it is critical that the Authority have the proper controls and oversight levels in place to manage their administration and compliance to existing and new requirements. Additionally, ensuring effective adherence to the contract scope, schedule, and budget by all parties, as well as the completion of required and critical documentation will ensure the Authority is well-positioned for potential claims and in a position to defend against change orders or other unanticipated costs.

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 Assistant Deputy Director of Contract Administration position will regularly provide high-level advice and recommendations to the Chief of Contracting and other Office Chiefs on policy and procedure issues related to contract administration and contract compliance issues. Examples of policy areas the CEA position will be responsible for include:

- Developing acquisition business policies and processes, including but not limited to: intake processes; contract package review and the requirements of contract packages; solicitation of contracts; assessing contract timelines; managing indefinite delivery/indefinite quantity contracts; the rules of engagement for contract negotiation; and defining priority and order in which contracts and procurements must be done. These policies impact the way the Authority does business with contractors and awards contracts, which will help streamline the HSR project's delivery and reduce delays in contract process completion. For example, this position would make a policy to standardize how contracts are reviewed and prioritized.
- Developing and implementing policies to track and monitor contracts. Currently, the Authority has no department-wide policies or internal controls on tracking and monitoring contracts and procurements due to the previous decentralization of contract management functions. This includes providing policy and direction on monitoring risks and trends with potential impacts to contracts and ensures proactive steps are taken to meet contract deliverables while working with other Authority Offices to develop contract schedule strategies. These policies will impact the efficient use of state funds expended on contracts and procurements. For example, this position would make a policy to establish a centralized framework for tracking and monitoring contracts and procurements
- Developing and implementing policies related to the operations of the Contracting Office, including the coordination, review, and alignment of contracts and procurements with the Small Business Development and Compliance Branch in the Administration Office, the Legal Office, and the Construction Office. This also includes the coordination and review of contracts and procurements with the external Office of Inspector General, High-Speed Rail Authority. Meeting the requirements of each of these entities is critical in moving the HSR project forward and on schedule, and impacts the reporting of the HSR project's progress to the state legislature. For example, this position would make a policy on how best to align contracts and procurements with the requirements of the external Office of Inspector General, High-Speed Rail Authority.
- Setting policies related to the management and monitoring of program contractor performance, which includes development of performance milestones and deliverables, the development of contractor reports showing progress achieved compared to agreed upon tasks and milestones, and setting quantitative and qualitative evaluation criteria. These policies hold contractors accountable and will ensure all parties are adhering to the contract to scope, schedule, and budget. For example, this position would make a policy to determine when a contractor's performance is deficient and requires correction.

C. ROLE IN POLICY INFLUENCE (continued)

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

The Assistant Deputy Director of Contract Administration has a broad scope and high level of decision-making, with the authority to establish and enforce contracting standards, training requirements, and compliance practices on behalf of the Authority. The Assistant Deputy Director of Contract Administration assists the Chief of Contracting in overseeing the entire contract lifecycle within the Authority, including developing contract and procurement administration, ensuring the framework for monitoring contract compliance, and ensuring all contracts align with Authority policies and legal requirements. The Assistant Deputy Director of Contract Administration also assists the Chief of Contracting in overseeing the Authority's contracting lifecycle activities, including the development of strategies and plans, and ensuring consistency in contract practices.

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

The CEA will review, develop, revise, interpret, and implement current and new policies governing contract administration for the Authority. While existing statewide policy on contract administration must be implemented at the Authority, many new contracting policies must be developed and implemented at the Authority, such as policies for the organization and monitoring of contracts in a centralized fashion. Due to the way the Authority previously split contract management roles across all areas in the HSR program, this is the first time the Authority has a centralized area that is entirely in charge of contract management and centralizes all contracting policies and requirements that must align with the goals of the HSR project and the vision of the Chief Executive Officer.