

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 Procurement

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

Under the administrative direction of the High-Speed Rail Authority's (Authority) Chief of Contracting, the Assistant Deputy Director of Procurement provides oversight of technical engineering and capital program policies and planning in accordance with the Authority's Program Baseline and Program Management Plan (PMP), including project design, program, and project management of all pre-construction activities. The incumbent provides leadership and oversight to a multi-functional procurement team and contract managers of Authority and consultant staff on a variety of procurement and engineering technical concerns related to project planning and delivery. The incumbent confers and coordinates with various office chiefs and management on engineering technical and administrative matters related to project delivery activities. The incumbent plans, organizes, and directs assignments and handles the most difficult procurement, technical, and contract administration problems through coordination of staff and resources. The incumbent serves as an expert procurement and technical engineering advisor and makes recommendations on changes in policy and procedures, proposes procedural guidelines and standards for work performed, and implements recommendations.

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 and procurement 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 Procurement. The Assistant Deputy Director of Procurement, together with the Chief of Contracting, oversees contract administration and management for all Authority highly technical pre-construction contracts of the California High-Speed Rail Authority (Authority). The Assistant Deputy Director of Procurement provides subject matter expertise and technical assistance to ensure that contract managers within the Authority 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 ensuring cost-effective contract expenditures, 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, and achieving Authority objectives.

The Assistant Deputy Director of Procurement will assist the Chief of Contracting with strategic leadership, supervision, and oversight of the Contracting Office. The position will lead, plan, organize, direct, and evaluate Authority-wide pre-construction contracting functions to provide policy-making decisions, administration, implementation, and oversight of the HSR project delivery components related to contracting and procurement operations. This position will assist the Chief of Contracting in directing and coordinating the development, evaluation, recommendation and resolution of the objectives, policies, procedures, plans, and actions that are the responsibilities of the Contracting Office.

The Assistant Deputy Director of Procurement will assist the Chief of Contracting in providing leadership and policy direction on operating procedures and guidance documents, development and implementation of procedures, and management techniques impacting the goals and objectives of the Contracting Office and the Authority's strategic plans. This position will also provide input and approval of standards and performance metrics for the evaluation of pre-construction contracts, and promote innovation and cost-saving efficiencies.

The Assistant Deputy Director of Procurement will also conduct and review analytical studies and surveys and formulate procedures, policies, and contract program alternatives of the HSR project delivery components related to contracting and procurement operations. The CEA will maintain awareness of the overall multi-billion dollar procurement portfolio, associated workload and program direction, and facilitate timely planning of contracting strategies. This position will oversee the development of acquisition strategies, performance and analysis of market surveys to meet program requirements, and advise on highly complex pre-construction contracts for research and development, pre-production, production, sustainment, and acquisition of services. This position will also make presentations and meet with 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 program 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.

Examples of highly technical procurements this position would shepherd through the contracting process are engineering support, network rail, and clean energy contracts. This position will oversee the highly technical components of these contracts. For example, for the clean energy contract, a high-level engineer is needed who understands solar power and clean energy technicalities to ensure the contract is sound and meets the HSR project's need to generate its own power for the electrified rail rather than purchase power from Pacific Gas and Electric at a more expensive rate. This position needs to ensure that the technical aspects of power generation will work as stated by the contractor and will approve the procurement of a clean energy generation system.

**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. There is a need for a high level of technical oversight of critical procurements through the entire process. Pre-construction contracting functions are critical to the HSR project's success to ensure contractors are held accountable and the Authority maintains compliance with laws, regulations, the State Contract Manual, Department of Industrial Relations requirements, as well as the Authority's procurement policies and procedures.

The Assistant Deputy Director of Procurement will enhance the following: ensure the compliance of technical 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 technical contracts throughout their life cycle to effectively serve the Authority's needs and make critical progress on the HSR project.

## **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 the Authority's various offices. Centralization of contracting functions has created a need for more leadership and oversight in the Contracting Office, and the establishment of new Authority policies and procedures. As the Authority progresses its delivery of the HSR project, the Authority will be procuring contracts over the next several years 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 proper controls and oversight levels in place to manage and direct these procurements, and ensure effective contract management, adherence to scope, schedule, and budget all take place. This also requires the establishment of new processes, procedures, and policies to govern these efforts and centralize these tasks.

### 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 Procurement 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 technical pre-construction, contract administrative support, and technical contract compliance issues on the Authority's delivery of the HSR project. Examples of policy areas the CEA position will be responsible for include:

- Utilizing engineering expertise to develop policies on the release of task orders, revocation of task orders, and stop work directives related to pre-construction activities. Contracting policies are needed to ensure task orders clearly define the contractor's role, responsibilities, performance metrics, scope of work, timeline, and pricing. This CEA will be utilizing engineering expertise to evaluate the contractor's technical approach to complete the scope of work. Policies are also needed to define how the Authority will revoke a task order or issue a "stop work" directive. Task orders allow for rapid acquisition of services by leveraging established contracts, and impact construction cost, timeline, and efforts. For example, this position would make a policy on how a contractor's technical approach to a construction project is evaluated. As another example, a stop work order can occur when there are inefficiencies and cost overruns. Stop work orders need to occur quickly and need immediate attention to prevent further cost overruns, and this position needs to manage policies that determine when stop work orders need to occur. More stop work orders are likely to occur in order to keep the HSR project moving in the right direction, requiring careful oversight and technical awareness.
- Developing policies to evaluate and ensure appropriate consultant resources are available to meet HSR project support needs. A technical expert is needed to ensure appropriate consultants are in place to move the construction of the HSR project forward on schedule. External consultant resources are integral to the Authority's overall organizational structure, and external consultants greatly impact the progress of the HSR project. When change orders to a contract occur, and there is a failure to include subcontractor claims as part of the change order, it can cost the Authority extensively. This can put a strain on resources and end up in future litigation regarding hours worked, delays, and disputes. When done properly, the "prime" contractor resolves subcontractor claims. The cost can be in the millions of dollars. This position would establish policy that determines the appropriate use of consultant resources throughout the contracting process. When consultant resources are not managed properly, more change orders occur, which increase the cost of and the time to complete the HSR project.
- Providing policy and direction on new, unprecedented procurement methods for the HSR project such as progressive design-build and Public-Private Partnership (P3) procurements. Progressive design-build project delivery methods have overlapping design and construction phases, allowing continuous collaboration between the Authority, designers, and builders to progressively develop the project design and agree on a target price at a defined milestone before construction begins. This method addresses design and construction issues early to avoid costly delays and change orders later in the project. In P3 procurements, each party shares in the risk and reward potential in the delivery of the project. Such procurements differ from typical procurements in that the private-sector partner usually makes a substantial cash at-risk equity investment in the project, and the public sector gains access to new revenue or service delivery capacity without having to pay the private-sector partner. P3 procurements impact the future stable funding of the HSR project. This position would establish policy on how progressive design-build and P3 procurements are awarded.
- Establishing and overseeing the policies for receipt, evaluation, and implementation of technical contract change orders, including proper documentation of changes to scope, schedule, and/or budget. Currently, the Authority does not have policies on the denial of change orders. The Authority's CEO and Board have identified change orders as a significant issue that can stall the progress of the HSR project. Change orders greatly impact the HSR project timelines and can significantly delay the HSR project timeline and greatly increase the overall cost of the HSR project. Clear and more rigid policies must be in place to hold staff accountable and outline requirements. This has great potential to impact the Authority's funding and sustainability of the project overall. This position would create policy to evaluate change orders, as well as the criteria and logic behind approving or denying them.

### **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 Procurement has a broad scope and high level of decision-making, with the Authority to design and oversee procurement strategies, approve evaluation criteria, and manage solicitation packages on behalf of the Authority. The Assistant Deputy Director of Procurement assists the Chief of Contracting in overseeing the entire technical contract lifecycle within the Authority, including developing contract strategies, leading negotiations on highly complex and technical contracts, monitoring contract compliance, and ensuring all pre-construction contracts align with Authority policies and legal requirements. The Assistant Deputy Director of Procurement also assists the Chief of Contracting in overseeing the Authority's architectural and engineering contracts, utility, and geospatial contracts, and other program contracts ensuring adherence by all parties to the contract scope, schedule, and budget. This position is specifically assigned to very complex procurements and handles them very directly.

#### **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 technical contract management for the Authority. While existing statewide policy on contract management must be implemented at the Authority, many new contracting policies must be developed and implemented at the Authority, such as policies for the receipt, evaluation, and implementation of change orders to contracts, which often slow progress of the HSR projects, and thus have been identified by the Authority as a factor to mitigate. 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.