

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

4/7/2026

2. Department

Government Operations Agency

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

Government Operations Agency Office of the Secretary

4. CEA Position Title

Assistant Secretary of Procurement and Acquisition Reform

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

The mission of the Government Operations Agency is to improve management and accountability of government programs, increase efficiency, and promote better and more coordinated operational decisions. The Assistant Secretary of Procurement and Acquisition Reform provides executive-level leadership over statewide procurement policy, acquisition reform, and strategic initiatives, ensuring procurement practices are efficient, transparent, and aligned with Administration priorities.

6. Reports to: (Class Title/Level)

Undersecretary/Exempt

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.

Strategy Planning – partnering with GovOps leadership, control agencies, and department executives to identify statewide procurement strategies that align with Administration priorities, including improving efficiency, accountability, and transparency in state purchasing and contracting. Develop and implement strategic road-maps for procurement reform initiatives, including modernization of procurement practices, streamlining acquisition processes, and expanding opportunities that improve statewide operational performance. Establish goals and objectives to ensure timely and effective execution of procurement-related initiatives.

Policy Development and Reform – leading the development, evaluation, and implementation of statewide procurement policies, standards, and procedures impacting state departments and agencies. Identify inefficiencies, gaps, and inconsistencies in existing procurement laws, policies, and practices, and develop policy solutions to improve statewide acquisition outcomes. Coordinate with the Department of General Services, Department of Technology, Department of Finance, and other control agencies to ensure alignment, consistency, and effective implementation of procurement policies across state government. This position provides statewide policy direction and reform leadership and does not duplicate the statutory authority of the Department of General Services.

Execution and Oversight – working with GovOps leadership and department heads to ensure procurement strategies are effectively implemented across state government. Provide executive-level oversight of procurement initiatives and high-risk or complex acquisitions, ensuring alignment with statewide policy and operational goals. Establish performance measures and evaluate procurement activities to ensure objectives are met, and direct corrective actions when inefficiencies, risks, or barriers are identified.

Performance and Continuous Improvement – partnering with department leadership to evaluate procurement performance across agencies and identify opportunities to improve efficiency, reduce administrative burden, and strengthen accountability. Promote continuous improvement through oversight of procurement-related decision-making, policy development, and operational practices. Monitor and evaluate the success of procurement reform initiatives and ensure alignment with statewide priorities and fiscal responsibility.

Executive Policy Advisement – provide high-level policy advice to the Agency Secretary and Undersecretary on procurement-related issues, including legislative proposals, budget initiatives, and operational changes that improve management and accountability of government programs. Assist in the formulation of Agency policy and preparation of issue papers, and review departmental proposals related to procurement and acquisition for consistency with Administration priorities.

Legislative and Stakeholder Engagement – represent the Agency and/or Administration in meetings with the Governor's Office, Legislature, Department of Finance, State Controller's Office, Department of General Services, other state departments, and external stakeholders. May testify at legislative hearings and provide expert consultation on procurement policy and reform initiatives. Serve as a liaison to coordinate stakeholder input and identify concerns for consideration by Agency leadership.

Leadership and Representation – upon designation, represent the Secretary as a member of boards, commissions, task forces, and committees related to procurement, acquisition, and statewide operational initiatives. Provide leadership in interagency coordination efforts and support Agency-wide priorities.

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 mission of the Government Operations Agency (GovOps) is to improve management and accountability of government programs, increase efficiency, and promote better and more coordinated operational decisions. The procurement and acquisition function is directly critical to achieving this mission, as it governs how state departments acquire goods and services necessary to deliver programs effectively and efficiently.

This program plays a central role in ensuring statewide operational efficiency, fiscal responsibility, and accountability through the development and implementation of procurement policies and reform initiatives. Procurement activities impact virtually all state departments and programs, influencing billions of dollars in annual expenditures and directly affecting the State's ability to deliver services to the public.

The Assistant Secretary of Procurement and Acquisition Reform provides statewide leadership and policy direction to improve procurement practices, reduce administrative burden, enhance transparency, and ensure consistency across departments. Through this work, the position directly advances GovOps' mission by strengthening management practices, improving coordination across agencies, and driving efficiencies in government operations. As such, the program is essential to achieving the Agency's core objectives and has a broad and significant impact on statewide 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 need for this position has evolved due to the increasing complexity, scale, and importance of statewide procurement and acquisition activities, as well as the Administration's continued emphasis on improving operational efficiency, accountability, and transparency across state government. Procurement functions now influence billions of dollars in annual expenditures and directly impact the State's ability to deliver programs effectively and efficiently.

Historically, procurement responsibilities within GovOps were more limited in scope and focused on coordination and support activities. However, the role has expanded significantly to include statewide policy development, procurement reform initiatives, cross-agency coordination, and executive-level advisement. These expanded responsibilities require a higher level of authority, independence, and policy influence than can be appropriately assigned to a Staff Services Manager I classification.

The increasing need for procurement modernization, including streamlining acquisition processes, improving consistency across departments, enhancing small business and DVBE participation, and responding to evolving statutory and regulatory requirements, necessitates a centralized executive-level position to lead these efforts. Additionally, the complexity of coordinating procurement policy across control agencies requires executive-level engagement and decision-making authority.

This position is also critical in addressing gaps in statewide procurement leadership, where inconsistent practices and fragmented approaches across departments can lead to inefficiencies, increased costs, and operational risk. Establishing this CEA position ensures that procurement reform efforts are strategically aligned, consistently implemented, and effectively managed at the statewide level.

Conversion of this position from an SSM I to a CEA is necessary to provide the appropriate level of executive leadership, policy authority, and organizational alignment required to carry out these responsibilities. The scope of work, level of impact, and degree of policy influence associated with this position are consistent with other CEA-level roles and cannot be effectively performed within the existing classification structure.

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.

Statewide Procurement and Contracting Policy

This position will serve as the primary authority for establishing the rules governing how the state acquires goods and services, including competitive bidding processing, contract standards, and vendor requirements. This role ensures consistency, fairness, and legal compliance in state contracting across all state agencies.

Acquisition Reform and Operational Efficiency

This role will lead the development of policies aimed at modernizing and streamlining procurement processes, reducing administrative burden, improving timelines, and implementing best practices that will be adopted across all state agencies.

Supplier Diversity and Economic Inclusion

This position will set policy direction for expanding equitable access to state contracting opportunities, including participation goals and requirements for small, minority-, women-, and veteran-owned businesses, helping align procurement with broader economic and equity objectives.

C. ROLE IN POLICY INFLUENCE (continued)

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

This role holds significant authority over statewide procurement and acquisition practices, establishing policies, standards, and procedures that govern how agencies plan, solicit, award, and manage contracts. This position exercises direct decision-making authority over high-value and high-risk procurements including approval of acquisition strategies, authorization of emergency procurements, and oversight of complex or sensitive contracting actions. This position serves as a source to ensure compliance with legal, fiscal, and labor relations related requirements in state contracting and procurement efforts. In addition, it leads statewide reform efforts to modernize procurement systems, improve efficiency and transparency, and expand equitable access to contracting opportunities for vendors. Through both formal authority and strategic influence, this role shapes statewide purchasing practices, mitigates risk, and ensures funds are spent effectively in alignment with policy and operational priorities.

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

This position will be a key policy maker with the Agency, and will have policy responsibility to changes in operations that improve management and accountability of government programs. This position will help set policy to increase programmatic effectiveness and promote better and more coordinate operational decisions.