

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

2026-07-01

2. Department

State Controller's Office

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

Unclaimed Property Division

4. CEA Position Title

Assistant Division Chief

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

The State Controller's Office proposes to establish the above position to the CEA category A. The Assistant Division Chief (CEA A) will be responsible for provide leadership and guidance for the planning, organizing, implementation and continued operations of the unclaimed property program's digital asset program, management of the unclaimed property fund and and core functions of claim processing. This executive level position will oversee program operations, policy development and compliance in the Accounting Bureau and Consumer Services Bureau.

6. Reports to: (*Class Title/Level*)

CEA Level B - Division Chief, UPD

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)

C. ROLE IN POLICY INFLUENCE (continued)

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

The scope of the CEA position is the oversight of program policies, functions and business operations of the AB and CSB. This will require constant evaluation and decision-making on the implementation of new or existing policies, technologies, strategies, and various statutes and related regulations governing unclaimed property and reimbursements of public funds.

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

The CEA will be responsible for developing and implementing new policy associated with the inclusion of digital financial assets into the unclaimed property program's business operations as well as interpreting and updating existing policy that dictates program operations within the AAB and CSB in support of the unclaimed property law and statutory requirements.

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 CEA A - Assistant Division Chief will be the principal policy maker on the policies that will govern and ensure DFAs and securities are received and accounted for, DFAs and security claims are valued and paid accurately and timely, and program revenues and disbursements are accounted for in accordance with generally accepted accounting principles and established policies and procedures. These assets cannot be stored or managed using existing processes and systems without introducing substantial compliance and financial risks to the State of California.

In addition, the CEA will be the required to oversee program operations and create policies to ensure and support the statutory requirements of claim processing within CSB are established, implemented, enforced and adjusted as changes to laws, regulations, legislation and legal parameters dictate to achieve consistency and efficiency in the return of property once claimed. direction provides. Proper oversight, implementation and continued monitoring of the policies that govern the return of property is critical and poses risks of litigation against the department or division, and, failure to meet statutory requirements.

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 passing of Senate Bill (SB) 822 (2025-26) on October 11, 2025, provided statutory guidance on abandoned digital financial assets to ensure these assets are properly reported, protected, and ultimately reunited with owners. Due to this new statutory guidance on digital financial assets (DFAs) and accepting this new and technically complex asset class into the state's custody, there is a requirement to now develop new policies and regulations to administer the reconciliation, safekeeping, claims processing, and conversion to fiat currency within statutory deadlines. SCO has no prior operational infrastructure or business operations to accommodate the custody, management and return of these digital financial assets. Historically, UPD has handled traditional property types such as bank accounts, securities, cash, and safe deposit box contents. DFAs such as Bitcoin, Ether, and other block-chain-based instruments are fundamentally different. They are highly volatile, require specialized security protocols, involve complex reconciliation and audit processes, and demand technical and legal coordination with private custodians. As this need evolves and grows, a team and leader dedicated to oversee this new work will ensure SCO is able to continue safeguarding assets regardless of form.

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 SCO is to independently oversee and manage California's financial resources and hold primary responsibility for the state's financial accounting, reporting, disbursement, and auditing of financial resources. Within SCO, administration of the unclaimed property program is critical in achieving this mission of safeguarding these financial resources until claimed by the rightful owner.

California law requires corporations, businesses, associations, financial institutions, insurance companies, and holders of digital financial assets (referred to as "holders") to annually report and deliver property to SCO if there has been no activity on the account or contact with the owner for a specified period of time (generally three years). UPD administers the Unclaimed Property Law by receiving unclaimed property from holders, safeguarding these assets and providing a claiming process for rightful owners to claim their property.

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The CEA A, Assistant Division Chief will be responsible for the following:

- Act as an advisor to the Division Chief, Unclaimed Property Division (UPD) and the Chief Operations Officer (COO) on matters related to the administration of Unclaimed Property Law in the Consumer Services Bureau (CSB) and Accounting Bureau (AB), including internal policy development, legislative policy development and oversight.
- Direct policy and program operations within AB and CSB. Provide policy recommendations to support appropriate statutory requirements. Provide direction to subordinate managers to ensure the most difficult and sensitive activities involving stakeholders are addressed appropriately and in a timely manner.
- Represent the Division Chief and/or the COO at steering committee meetings, legislative hearings, and other high-level events; develop cost analysis for program improvements and effective operations; present before legislative hearings when required; represent the State Controller's Office (SCO) at various Unclaimed Property functions such as: conventions, events organized by the legislature, community engagement and outreach events, and others to elevate and educate constituents of the Unclaimed Property Program.
- Travel as permitted to various conferences and other State Controller's sites, to represent the division through facilitating presentations and sharing resources regarding the Unclaimed Property Program.
- Serve as a SCO liaison regarding Unclaimed Property issues with various business and financial entities; consult with Executive Office leadership regarding advocacy groups; assist in the coordination between other state and local government bodies involved in Unclaimed Property reporting; interact with federal authorities.
- Identify, create, and implement goals and objectives for the division; develop strategic plans regarding UPD operations; assist the Division Chief in identifying short and long-range goals for program efficiencies.
- Plan and direct the development of new operation models and concepts to affect more efficient processes; develop policies consistent with the mission, goals, and objectives of the division and Office.
- Develop policy and strategy of attracting and recruiting high impact employees to CSB and AB.
- Oversee staff development through subordinate supervisors; initiate corrective action plans; develop succession management strategies specific to programmatic areas within UPD.