

CEA ACTION PROPOSAL

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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

7/28/2026

2. Department

State Treasurer's Office

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

Administration

4. CEA Position Title

Assistant Director, Administration

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

Under the general direction of the Director, Administration Division (CEA B), the Career Executive Assignment A (CEA A) plans, organizes, and directs the Budget and Accounting Office and Management Services unit, serving as the principal fiscal advisor for the Administration Division State Treasurer's Office (STO) and the Boards, Commissions, and Authorities (BCAs). The incumbent provides executive leadership over the department's budgeting, accounting, fiscal policy, financial reporting, legislative fiscal analysis, resource management, personnel, labor relations, business services, management services and other organizational initiatives as assigned, while assisting the Director in the overall administration of the Administration Division.

6. Reports to: (Class Title/Level)

CEA B

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)

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B. SUMMARY OF REQUEST**9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.**

As the Assistant Director of the Administration Division, this position provides expert consultation and advice to executive-level management of the STO and BCAs on policies and operations related to Administration, and is entrusted with the most complex and sensitive assignments. The State Treasurer serves as chair of fourteen BCAs that are legally separate financing entities, each with its own legislative mandate, funding sources, and operational requirements. The Administration Division provides these entities the same fiscal, accounting, and management services it provides to the STO. As a result, this position does not oversee a single program budget, but a portfolio of distinct programs that must be managed concurrently while honoring each entity's separate statutory authority, revenue structure, and reporting obligations.

The position provides executive level oversight over the Fiscal Services section of the Administration Division, managing budget and accounting operations for the STO and all supported BCAs. The CEA reviews and endorses the preparation, implementation, and monitoring of budgets, accounting operations, fiscal reporting, cash management, and year end activities across these entities, and ensures fiscal priorities, policies, and procedures comply with state law, Department of Finance requirements, State Controller's Office policies, and FI\$Cal requirements. Because each entity carries its own funding sources and legislative constraints, this work requires reconciling competing fiscal priorities and applying different statutory and reporting frameworks simultaneously rather than a uniform set of rules. The position also makes recommendations on Budget Change Proposals, Spring Finance Letters, fiscal analyses of legislation, and budget bill language prior to submission to the Director. A portion of these responsibilities includes high level oversight and direction over the STO Management Services, which include personnel, labor relations, business services, and training functions, providing expert guidance over these areas as needed.

The CEA uniquely serves as the senior advisor to the Administration Division Director on complex fiscal, legislative, and organizational issues affecting the STO and BCAs, including budget development, resource allocation, reimbursement methodologies, and long-term fiscal planning. Reimbursement methodologies are central to this role, as costs must be allocated and recovered fairly across multiple entities with separate funding streams. The position assists the Director in developing, reviewing, and maintaining department wide administrative policies and procedures to ensure compliance with changing legislative and statewide requirements, strengthening internal controls, and enhancing service delivery. The CEA also leads special projects, audits, statewide initiatives, and organizational change efforts as assigned, conducting high level management analyses of fiscal, organizational, and operational issues and presenting findings and recommendations to the Director. The position is responsible for coordinating cross-functional administrative initiatives, organizational and succession planning, workload management, and risk mitigation efforts supporting the STO and BCAs.

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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 STO manages the state's finances by acting as its chief banker and asset manager, ensuring the financial stability of California for current and future generations. STO acts as the agent for the sale of all State of California bond sales and manages its existing debt portfolio. The STO also manages cash flow and transactions for state government operations and invests idle funds to maximize state and local government resources. The Treasurer serves as the chair of fourteen BCAs which help finance critical housing, environmental concerns, health facilities, and education facilities projects, while others help individuals and families save for a better, brighter future.

This Assistant Director position is essential to providing executive leadership for budget development, resource allocation, reimbursement methodologies, and long-term fiscal planning. The position also advises on other administrative policies, including personnel, business services, and training related topics. This leadership enables the STO to maintain the administrative integrity necessary to support its core responsibilities. Through sound policy direction, compliance oversight, and workforce management, the CEA strengthens STO's operational foundation and promotes a culture of accountability, equity, and excellence. The position ensures that all STO and BCAs have the administrative support and infrastructure required to deliver on the Treasurer's mission to safeguard public resources, enhance efficiency, and provide financial stewardship that benefits all Californians.

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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 Administration Division's Manager II position was originally responsible for overseeing the department's core fiscal services functions, including the budget and accounting office, in support of the department and BCAs. At the time when the position was established, the scope and complexity of this oversight fell within the parameters of a Manager II classification. Since then, the number and size of the BCAs has grown substantially, correspondingly affecting the responsibility and complexity of the position.

In addition to the STO, each of the fourteen BCAs maintains its own independent budget, requiring separate monitoring, forecasting, and fiscal oversight rather than a single consolidated departmental budget. As individual BCAs have expanded, so has their need for new positions and budget augmentations, meaning the division must now develop, review, and submit a separate Budget Change Proposals for each BCA rather than a single, coordinated request. This has multiplied the volume, complexity, and independent judgment required to manage the division's budgetary workload well beyond the current allocation.

The position must weigh competing resource demands across BCAs, represent the department's fiscal and administrative interests before the Department of Finance and other control agencies on a recurring basis, and make policy level recommendations that carry consequences for the department and its BCAs as a whole. This level of scope, autonomy, and political and fiscal sensitivity exceeds the definition of a Manager II position that previously oversaw Fiscal Services, which is not designed to carry ongoing policy-influencing responsibility or independent representation of the department before control agencies and the Legislature.

In addition, as the BCAs served by the Administration Division have grown in number and size, the personnel, business services, and training needs supporting them have grown correspondingly complex, creating a policy oversight gap that the current Manager II position is not structured to fill. The Manager II over Management Services was established to manage the day to day operations of the personnel and business services units, such as processing procurement transactions, facilities requests, and routine personnel actions, within policy parameters set above that level. As the department has taken on the increase in responsibility for supporting the growing STO divisions and BCAs, each with its own staffing patterns, workload demands, and operational risk profile, the personnel and business services functions have shifted from routine transactional support to requiring department wide policy standardization, including consistent hiring and classification practices, succession planning, and business services protocols that apply equitably across all of the STO and BCAs. This level of work requires someone positioned above individual unit management to set policy direction, resolve conflicts between competing BCA needs, and ensure consistency and legal defensibility across the entire Management Services section, responsibilities that fall outside the scope and authority of a Manager II.

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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.

Budget Policies

The CEA will develop departmental budget policies, such as standardized methodologies each BCA must follow when preparing annual budgets, requesting new positions, or submitting Budget Change Proposals, to ensure consistency and defensibility when those requests go before the Department of Finance. This includes setting prioritization criteria for evaluating competing budget augmentation requests across the STO and BCAs, establishing multi-year fiscal planning policies that align individual BCA budgets with the department's broader fiscal strategy, and setting budget monitoring and reporting standards that determine how deviations from approved spending plans are identified and corrected. Because the STO and its BCAs administer statewide programs affecting public debt issuance, investment operations, and unclaimed property functions, the budget policies set at this level directly shape the state's capacity to fund these programs' consistently and defensibly, with impact extending well beyond the department to the state's overall fiscal planning and control agency relationships.

Accounting Policies

This CEA position will advise on internal control policies covering areas such as procurement thresholds, contract and purchase authority delegations, and year end closing procedures, helping ensure the department's financial reporting meets State Controller's Office and FI\$Cal requirements. The position will also contribute to policy guidance on financial reporting standards and audit readiness, ensuring the department and its BCAs are prepared for control agency reviews and can respond promptly to audit findings. Because accounting errors in a department responsible for managing state investments and debt carry consequences for statewide financial credibility, the accounting policies set at this level have a direct bearing on the STO's financial reporting integrity and its standing with rating agencies and control entities.

Fiscal Policies

As principal fiscal policy maker, the Assistant Deputy Director establishes policies that ensure each entity maintains adequate reserves within statutory spending authority. This includes setting policy for long term fiscal sustainability planning and advising the department's position on fiscal impact analysis for proposed legislation affecting the STO and its BCAs. Given that the STO oversees functions with direct statewide reach, including management of the state's investment pools, the fiscal policies developed at this level influence not only departmental operations but the state's broader financial stability and its ability to meet obligations to local governments, investors, and the public.

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C. ROLE IN POLICY INFLUENCE (continued)**13. What is the CEA position's scope and nature of decision-making authority?**

This position has the authority to advise and make high-level decisions over the operations of the Budget, Accounting, and Management Services functions of the Administration Division of the STO and BCAs in the absence of the Director. The position oversees and primarily manages fiscal services, and advises as required on personnel, training, and business services functions. The position exercises executive level judgment on complex and sensitive matters such as complex budget planning and accounting management. The CEA regularly interacts with other executive level staff, including the Division Director, Deputy Treasurers and, at times, the Treasurer, to address complex administrative topics, and makes decisions with significant operational, legal, and fiscal implications that directly impact compliance, accountability, and the effective management of departmental resources.

The CEA functions as the principal policy advisor in multiple domains, establishing and interpreting policies for budgets, accounting, procurement, personnel, training, and business services. The position's decisions require balancing statutory and regulatory mandates, organizational goals, risk management considerations, and stakeholder interests, often under conditions of ambiguity or competing priorities. The CEA also negotiates and resolves complex issues with external control agencies, contractors, legal counsel, and executive leadership, and is empowered to authorize actions that have lasting impact on departmental operations and statewide financial programs.

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

This position will develop and implement new policies, as well as interpret and implement existing policies. New policies will be developed as required to meet the unique operational needs of STO Administration Division, which will affect all of STO and the BCAs. Existing policies will be reviewed and updated as required, commensurate with program changes of the STO and external changes impacting agency activities. These areas of policy include fiscal services, budgeting, and accounting, each of which is governed by regulations and statutory requirements. While the topics themselves may be defined, the CEA is responsible for advising executive management and the Deputy Treasurer's in consistent and accurate application of state law and departmental standards. The position is also responsible for responding to changes mandated by the Department of Finance, State Controller's Office, and other control agencies, effectively overseeing the Personnel office in translating new requirements into operational guidance, and overseeing the correct and effective implementation of policies in areas that are highly sensitive and critical to departmental operations. In this way, the CEA plays a central role in helping maintain the integrity, accountability, and lawful administration of fiscal services, business services, personnel, and training functions throughout STO.