

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

8/26/26

2. Department

Department of Justice

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

Directorate Division, Office of Legislative Affairs (OLA)

4. CEA Position Title

Deputy Director of the Office of Legislative Affairs

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

As a member of the Department of Justice's (DOJ; Department) Office of Legislative Affairs Executive Team, the Deputy Director (DD) will serve as a policy formulator and advisor to the Legislative Director (LD), Attorney General (AG), and other senior executive management on high impact legislation and fiscal operations. By ensuring DOJ's fiscal reporting is consistent, reliable, and reasonable through every step of the legislative process and supporting the attorneys and LD on complex legal matters regarding high impact legislation, the DD will help ensure laws are enforceable and implementable, in furtherance of the AG's constitutional duties.

6. Reports to: (Class Title/Level)

Legislative Director, 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*): CEA will have daily contact with the Legislative Director, and frequent contact with the Chief Deputy Attorney General, Chief of Staff and Attorney General.

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.

Manages and oversees significant responsibilities as the Deputy Director (DD) to the Legislative Director and overseeing all legislative fiscal reporting and fiscal policy-making and implementation for the Office of Legislative Affairs and Executive team including all of the following:

DEPUTY DIRECTOR RESPONSIBILITIES: The DD serves as a high-level advisor to the Legislative Director (LD), making recommendations on decisions and policies related to legislative matters and fiscal operations. The DD will represent the LD, as needed and as assigned, in meetings with AG Directorate staff, legislative leadership, external stakeholders and partner organizations.

The LD will assign the DD some of the most complex matters, sensitive and confidential legislative matters, including legislation with significant departmental impact, unusually complex fiscal analyses, and urgent issues requiring immediate Executive-level and legal attention.

FISCAL POLICY AND MANAGEMENT RESPONSIBILITIES: The DD will be responsible for formulating and implementing legislative fiscal policy and reporting strategies that support the Department's mission. This includes ensuring that fiscal analyses are accurate, consistent, timely, and legally supportable throughout the legislative process so the Department and Attorney General can effectively implement and enforce existing law and new future mandates.

Management of Fiscal and Support Staff and Legislative Advocates: The DD will manage and supervise a multidisciplinary team through a subordinate supervisor, consisting of legislative fiscal policy staff and administrative personnel, including oversight of the Legislative Coordinator, Legislative Constituent Affairs Liaison, Mandated Reports Coordinator, and other support staff. This includes establishing clear priorities and performance expectations; assigning and monitoring workload; overseeing legislative tracking and fiscal analysis; ensuring compliance with statutory deadlines and reporting obligations; conducting performance evaluations; supporting professional development; and fostering a collaborative and accountable work environment.

The DD will also manage and indirectly supervise a team of Legislative Advocates (Deputy Attorneys General). This includes reviewing all analyses and recommendations, position letters, draft statements, talking points, and responses prepared for the AG prior to final review by the LD, ensuring legal and procedural accuracy, consistency with OLA policy, and alignment with departmental priorities. The DD will also assist the LD in managing and tracking assignments involving sensitive legal or policy issues.

The DD will work closely with the LD to ensure alignment between legislative policy development, constituent services, fiscal reporting, and administrative operations.

ADVOCACY ON HIGH-IMPACT LEGISLATION: The DD maintains subject matter expertise regarding assigned policy areas and all priority legislation with significant legal, fiscal, or operational impact on the Department. The DD will analyze complex legislative proposals; communicate policy and fiscal implications; research legal and procedural issues; develop amendments strategies; negotiate legislative language; and consult with executive staff, the Governor's Office, Legislature, stakeholders, and departmental programs regarding legislation and fiscal matters affecting DOJ operations.

The DD also develops strategies to mitigate immediate and long-term fiscal impacts associated with pending or enacted legislation and will assist the LD and OLA attorneys in addressing complex legislative and implementation issues.

PRESIDENTIAL FEDERAL ACCOUNTABILITY-RELATED WORK: The DD will assist in coordinating and responding to communication from the Legislature regarding DOJ's federal accountability litigation and related matters. This includes ensuring timely, legally sound, and policy-consistent responses to inquiries from legislators, legislative leadership, and the Governor's Office regarding past, current, and future litigation, federal actions, and related legislative impacts and responses.

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 Attorney General is the chief law officer of the State of California and is responsible for ensuring that the laws of California are uniformly and adequately enforced. OLA plays a critical role in advancing this missions by reviewing approximately 2,500 bills introduced each year of the legislative session; analyzing and reporting fiscal impacts; proposing amendments to ensure effective implementation; coordinating and responding to legislative constituent matters from the 120 legislators; and providing legislative leadership and the Governor's Office with updates regarding significant federal actions, proposed federal legislation, ongoing litigation, and related legal impacts on California law and policy.

The incumbent will collaborate extensively with internal and external stakeholders, including local, state, and federal agencies, legislative offices, advocacy organizations, and members of the public to effect various assigned policy objectives. The DD will facilitate coordination among the Attorney General, legislative authors, committee consultants, stakeholders, and the Department to support effective implementation of legislative initiatives consistent with DOJ's mission to protect the safety, health, and well-being of all Californians.

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 Department proposes to repurpose the existing Deputy Director of Legislative Fiscal Policy CEA to Deputy Director of the Office Legislative Affairs that will now require an active membership in the State Bar of California. This change reflects the increasing complexity of the Department's legislative workload and the growing need for integrated legal, policy, and fiscal oversight at the executive level.

In recent years, the many of the DOJ's highest-priority legislative matters have involved significant constitutional, litigation-related, and legal policy consideration requiring real-time legal analysis, coordination with internal and external counsel, and evaluation of downstream litigation risk. Under the current structure, matters requiring legal review frequently had to be reassigned to attorneys after initial analysis by the CEA, creating avoidable inefficiencies and delays in a fast-moving legislative environment involving review of thousands of bills and extensive associated communications and negotiations.

Repurposing the position and designating as an attorney more properly reflects the nature of the work and level of responsibility assigned to the DD. The DD is expected to provide legal and policy guidance on complex and sensitive legislative proposals, independently analyze complex proposals, engage directly with legislative and executive counsel, and provide legal legislative direction to attorneys. Requiring active bar membership ensures incumbent possesses the legal training, ethical obligations, and supervisory authority necessary to perform these responsibilities effectively.

Additionally, OLA works extensively with legislative policy and fiscal committee staff, including Public Safety and Judiciary Committee consultants and leadership staff within the Speaker's and pro Tempore's Office, all of whom are attorneys. The complexity of the legal and statutory and legal issues routinely addressed by OLA necessitates an executive level attorney position capable of engaging effectively on sophisticated legal matters.

Under the prior structure, the CEA was more fiscal focused and could not independently serve as the Acting Legislative Director or act on their behalf as workload required. The DD position is intended to provide executive continuity by ensuring the Department has a qualified decision-maker capable of independently managing high-profile, legally sensitive, and politically complex legislative matters and representing the department before legislative and executive leadership.

OLA's workload has also expanded significantly in response to the Department's federal accountability litigation and related legislative activity. OLA now serves as a primary liaison to the Legislature regarding significant federal actions, proposed federal legislation, ongoing litigation, and related legal impacts on California law and policy. This increased workload requires an executive-level deputy capable of independently managing high-volume legislative, legal, fiscal and communications responsibilities.

More than ever, the LD needs a decision-maker counterpart to help address OLA's significant workload matters, which have dramatically increased due to continual legislative, legal, and fiscal workload. In addition to the increased complexity and workload, OLA is also repurposing the existing Supervisor I from a specialist to supervisor to take on more of a leadership role that the DD will now be directing the fiscal and administrative work through the subordinate supervisor.

The California State Legislature is one of the highest-volume Legislatures in the United States and the role of OLA has evolved substantially in response to increasing legislative mandates placed on the Department by the Legislature. OLA analyzes every bill including many amended iterations and offers extensive technical assistance on the same, offering amendments and negotiating bill language to minimize potential legal challenges and costs for the department. For a given bill, this often requires many dozens of meetings and communications with internal programs, authors, and stakeholders.

When legislation is determined to impact DOJ, OLA works collaboratively with subject matter experts and fiscal staff to calculate impacts across affected programs and report projected costs to legislative fiscal committees, bill authors, and the Governor.

For example, DOJ reported approximately \$5.94 million in projected current-year fiscal impacts in 2024 and approximately \$10.05 million in projected current-year fiscal impacts in 2025 related to proposed legislation.

The DD position is critical to ensure these matters are analyzed accurately, strategically, and within compressed legislative timelines so the Department's legal, operational, and fiscal interests are appropriately represented.

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 DD will establish and maintain effective relationships with legislative leadership, legislative staff, the Governor's Office, and other stakeholders to advance the Attorney General's legislative priorities and support DOJ's mission to protect the safety, health, and well-being of all Californians.

Given the breadth and complexity of DOJ's responsibilities, it is critical that OLA maintain a dedicated executive-level position focused on legislative fiscal policy strategy, implementation, and coordination. The legislative process moves rapidly, and fiscal, legal, and policy considerations frequently evolve in response to emerging events, litigation, and political developments.

The DD position will allow DOJ to proactively address emerging legislative fiscal policy issues; develop implementation strategies; coordinate with the Department of Finance and legislative fiscal committees; and ensure timely and effective engagement with the Legislature.

In addition to fiscal policy responsibilities, the DD will serve as the principal strategist and point of contact on designated high-priority policy areas and special projects assigned by the LD. These may include matters involving significant legislative interest, complex implementation issues, litigation-related statutory review, or major Attorney General initiatives.

Examples of policy subject areas that may fall within the DD's responsibilities during any given year include immigration, elections and voter integrity, reproductive rights and healthcare, all matters falling within DOJ's federal accountability work. Some of the AG's priority sponsored bills in recent years have been in these areas and, because a significant number of bills have been introduced by others on these topics that implicate our federal accountability work, it is critically important to ensure that they are each implementable and constitutional and do not interfere with our current or future litigation. The AG's 2026 sponsored bills include: SB 1418 (Cervantes) to expand the prohibition on removing election-related material from the custody of an elections official; AB 1664 (Jackson) to provide the AG's Office notice within one court day, and standing to intervene, when a local agency or elections official is served with a subpoena, search warrant, or has voter materials or equipment interfered with or seized by a federal, state, or local law enforcement agency; AB 1854 (Krell) to clarify reproductive shield laws and create a notification process so the Attorney General can intervene and stop improper disclosures; AB 1930 (Zbur) to require businesses in California to notify the Attorney General if they intend to respond to a subpoena or inquiry regarding legally protected health care activity and would authorize the Attorney General to intervene to prevent disclosure of legally protected health care activity; AB 2448 (Berman/Bauer-Kahan) to advance California's commitment to protecting the confidentiality of medical information by requiring entities that maintain electronic health records for sensitive services to implement meaningful, operational safeguards to secure that data; SB 942 (Caballero) to establish a detainee bill of rights to ensure the detainees in immigration detention facilities are provided a basic standard of care; SB 1194 (Caballero) to make permanent the Immigration Legal Fellowship Project to expand access to immigration counsel in the most underserved rural regions of the state; SB 1399 (Durazo) to codify the inspection mandate established by AB 103 (2017) by removing the July 1, 2027 sunset date and making the inspection mandate permanent.

The DD will also assist the LD in reviewing and prioritizing legislative concepts submitted by DOJ divisions, a process that significantly shapes the Department's legislative agenda and policy priorities.

For all assigned subject areas, the DD will:

- monitor legislative developments and stakeholder activity;
- analyze complex legislative and fiscal proposals;
- communicate policy and fiscal implications to Executive staff;
- develop strategies and negotiate solutions;
- advocate on behalf of DOJ before legislative offices and stakeholders;
- assist with development of Attorney General-sponsored legislation;
- prepare testimony and policy materials; and
- provide technical assistance to legislative staff and committee consultants.

C. ROLE IN POLICY INFLUENCE (continued)

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

The DD will independently serve as the legislative and fiscal policy advisor on subject areas of the utmost priority to the department's mission and advise and analyze complex legislative and budgetary proposals, including the annual claims bills through deliberations with legislative authors, legislative leaders and the Governor's Office. The DD will be responsible for full decision-making authority to accomplish those duties.

In addition, the DD will provide technical and legal advice on complex legislative proposals, actively lobby to address fiscal policy matters, coordinate development of bills sponsored by the AG, provide fiscal policy strategy and advice to the LD and AG to align department policy with the AG's vision.

The DD will also contribute significantly to DOJ's overall legislative fiscal strategy by assisting with legislative recommendations, implementation planning, stakeholder coordination, communications, and monitoring of high-impact legislation affecting the Department.

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

The DD will serve as a legislative fiscal policy advisor and strategist to the LD, Chief of Staff, and AG in support of DOJ's constitutional and statutory responsibilities.

The DD will collaborate extensively with Executive leadership throughout the Department and will provide expert legislative, legal, fiscal, and policy guidance regarding implementation of legislative mandates, internal procedures, fiscal reporting strategies, and legislative communications.

The DD will also assist in developing and implementing policies and procedures affecting OLA operations, legislative fiscal policy coordination, and Executive-level legislative strategy.