CEA ACTION PROPOSAL

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: October 7, 2026

2. Department: Health Care Access and Information

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

Office of Healthcare Workforce Development

4. CEA Position Title

Assistant Deputy Director, Operations and Grants Management

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

The proposed revised CEA allocation serves to support key mission driven programs for the Health Workforce Development, Operations Branch and Grants Management Branch; and further defines the duties and scope for its responsibilities on policy development, revision, implementation, and decision making for a broad range of administrative programs and projects in the areas of finance/accounting, human resources, contracts, communications, project management with a growing team and resources. The responsibilities and scope are relative to diversity, functionality, expertise, and culture, in support of the Health Care Access and Information (HCAI), Office of Health Workforce Development (OHWD). The incumbent oversees behavioral health grants, contracts, and solicitations; implementation plans, monitors compliance, and program integrity. This position oversees and serves to ensure compliance with state and federal finance and accounting requirements and audits; and serves as a high-level business manager to provide overall direction for the operations of the critical and highly complex business systems, for budgeting and accounting systems; and as a key member of the OHWD Executive Team, the incumbent advises the Deputy Director, the Chief Deputy Director, and the Director on all operational, administrative, and grants management matters, to ensure transparency and accountability.

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

Deputy 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*): On behalf of the Deputy Director (CEA-B), represents the Office of Health Workforce Development on policy issues and interfaces independently and directly with the Executive Management Team.

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.

Under the general direction from the Deputy Director (CEA-B), the Assistant Deputy Director, Operations and Grants Management, is responsible for the administrative policy development, revisions, implementation, and decision making for a broad range of programs and projects; and accountable for the budget/accounting and fiscal integrity; and manages a growing team of administrative staff in human resources, contracts, communications, and project management. In addition, this position oversees and serves to ensure development of systems in compliance with state and federal finance and accounting requirements and audits; and serves as a high-level business manager to provide overall direction for the operations of the critical and highly complex business systems, including Microsoft Dynamics, budgeting, accounting and grants management systems. As a key member of the HCAI and the Office of Healthcare Workforce Development (OHWD) Executive Team, the incumbent advises the Deputy Director, the Chief Deputy Director, and the Director on all operational, administrative, and grants management matters and ensures accountability. This position guides the effective and efficient delivery of administrative services and oversight over permanent staff, consultants, and contract/ vendor associates within the two major OHWD branches: Operations and Grants Management (Sections A, B, C).

This position requires an incumbent to possess complex technical operations, administrative, financial and grant cycle expertise; and the ability to plan, organize and direct the activities of section staff engaged in human resources, training, accounting, budgeting, travel, business services, contracts, procurement, needs assessments, business process improvement, and systems implementation and evaluations. The incumbent will formulate, implement, and evaluate administrative and business process policies and procedures, and apply administrative/ operational expertise to identify enhancements to OHWD's systems, policies and procedures. The incumbent will work closely with management in the Office of Administrative Services regarding personnel and contract/ procurement matters; and with the staff in Legal, Labor Relations, and Equal Employment Opportunity offices. Provides oversight to ensure all electronic grant systems operate properly, updates are implemented timely and system enhancements are incorporated. The incumbent has ownership and is responsible for streamlining the execution of program priorities while maintaining the conceptual and technical integrity of the program features or components for the teams in Operations and Grants Management. This position will work closely with the policy and research and evaluation sections related to the design and execution of OHWD programs.

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: This position is extremely critical and integral to the Department's mission and to the strategic workforce initiatives. It is imperative to maintain and enhance our workforce recruitment and contract administration efforts; and ensure organizational process improvements meet or exceed our obligations towards efficient statewide service levels and delivery of behavioral health workforce programs. The current administration on the state and federal level, recognized the severe behavioral (mental) health issues affecting one in every 26 Californians and the urgent/critical need for transformational efforts via the Behavioral Health Community-Based Organized Networks of Equitable Care and Treatment (BH-CONNECT or BHC) demonstration waiver initiative. One of the key components of the BHC initiative directed “a commitment of $1.9 billion towards creating a diverse and well-trained health workforce by developing, implementing and monitoring the Workforce Investments via the five major programs, including grants for scholarships, loan repayments, recruitment incentives, and professional development through the HCAI OHWD. The success of all of the current and new initiative provisions and mandates directly speak to and impact the Department's mission.

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.

In the past year and half, significant changes have impacted the organization and infrastructure of the Health Workforce Development branches. The driving force can be pinpointed to 2024 when the Administration garnered strong support and approvals from Washington, D.C. in recognizing the severe behavioral (mental) health issues affecting one in every 26 Californians and the urgent/critical need for transformational efforts via the Behavioral Health Community-Based Organized Networks of Equitable Care and Treatment (BH-CONNECT or BHC) demonstration waiver initiative. One of the key components of the BHC initiative directed “a commitment of $1.9 billion towards creating a diverse and well-trained health workforce by developing, implementing and monitoring the Workforce Investments via scholarships, loan repayments, recruitment incentives, and professional development through the HCAI HWD". The impact of the five-year (2025-2030) implementation schedule has been significant.

The BH-CONNECT and Rural Health Transformation Initiatives were rapidly implemented, meeting aggressive timelines; along with the recruitment and on-boarding of staff for 32+ new positions. It became clear that these new mandates were causing a significant shift in the span of control and oversight of the four major OHWD programs. While management prepared for an operational shift; it was evident the magnitude and impact of the implementation schedule of the initiatives along with the already peak workloads cannot be managed to its fullest potential and success under the current organizational structure. The four major programs are distinct as to operational delivery versus strategic policy planning. Separation of the operational and grants management branches and the behavioral health policy and research and evaluation branches will allow for enhanced functionality; and more efficiency for improved decision making, clearer communications, and rapid implementation of the critical programs essential on a statewide level.

The span of control and required expertise and attention required cannot be managed under the typical or current organizational structure and staffing levels of the OHWD. It is not conducive to sustaining successful paths, business processes, and successful outcomes unless significant organizational infrastructure changes are made to the current organization structure; and new systems to effectively administer, monitor, and meet the on-going and annual requirements of the directives/initiatives.

Program development and implementation includes fiscal management over large funded contracts and programs; recruitment, training, and staff retention; alignment with branding and external messaging to enhance program understanding and participation; and oversight of grant program funding/awards; compliance with contract provisions; and monitors to ensure proper summary documentation and requirements are met at the conclusion of the contractual agreements.

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 Career Executive Assignment (CEA) is the Assistant Deputy Director responsible for leading the policy areas for the Office of Healthcare Workforce Development (OHWD) branches for Grants Management, Grants Sections A, B, C, Operations, Communications, Project Management, Finance, Administrative and Contracts. Responsibilities include establishing and overseeing the implementation of operational and administrative policies that will impact the OHWD from the BH-CONNECT ($1.9 billion over five to ten years or more with approved extensions) and Proposition 1/SB 326 which provides funds for community-based mental health services. The BH-CONNECT and Proposition 1 funding have significant statewide impact in providing programs that close gaps in the mental health system. The incumbent provides policy leadership to the administrative support functions of the Office of Health Workforce Development (OHWD) including the budgeting and accounting systems; and will collaborate with consultants and third-party administrators of the key BH-CONNECT program elements for the support of scholarships, loan repayments, recruitment incentives, and professional development. Responsible for the operational and administrative policies impacting the BH workforce; makes recommendations for the expanded operational portfolio for the OHWD, including strategic alignment of procurement and budgetary workflows required by the federal reporting requirements of the BH-CONNECT Initiative and Proposition 1. Oversee the planning and development of program policy, internal controls, audits, regulatory compliance, and behavioral health programs reporting as scheduled. Provides direction for the management, execution, awarding, monitoring, and oversight of the BH-CONNECT and SB 326/Prop.1 grant types and grantees. Responsible for the policy development and implementation and administration of the existing workforce grant programs; and the significant expansion of HCAI’s workforce funds through the BH-CONNECT Workforce Initiative responsibilities for grant application design, launching and scoring funding applications, and grantee performance monitoring.

C. ROLE IN POLICY INFLUENCE (continued)

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

As described, the scope and decision-making will not change; however, they have and are expected to expands the initiatives and program mandates mature into their full implementation; and outcomes will be better services within OHWD Operations and Grants Management Branches. This CEA position will continue to oversee the development and implementation of administrative policies that will significantly influence departmental operations and grants management; and enhance/ensure compliance with state regulations; and provide clear guidance and interpretation of new and revised policies. This position has the authority to make decisions impacting internal infrastructure, management, and external participants or interested parties (the citizens of California); and serves as a high level expert on budgetary, fiscal, operations, and grants management; and serves as an advisor to recommend mitigation on impacted policy areas; manages major departmental functions; and in all aspects ensures all strategic planning/ development and implementation meets the mission of the HCAI.

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

Yes, this CEA will develop and implement new policy and interpret/revise existing policy through strategic planning, alignment, and implementation; legislative analysis; risk assessments; project and change management on a statewide level; and through strategic leadership and internal/external engagements.