

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

12/16/2024

2. Department

Governor's Office of Emergency Services

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

Response Operations, Southern Division

4. CEA Position Title

Regional Administrator

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

The Regional Administrator position is an important role within the emergency management structure, responsible for overseeing and coordinating disaster preparedness, response, and recovery efforts within the southern region of the state. This position aligns closely with the overall mission of emergency management programs, which focuses on protecting lives, property, and the environment from various hazards and disasters.

6. Reports to: (Class Title/Level)

Assistant Director, Response Operations Southern (Governor Appointee)

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): While not officially part of the department's Executive Management Team, the Regional Administrator maintains a significant level of interaction with other Assistant/Deputy Directors, Chief Deputy Directors, and the Director.

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.

The Regional Administrator (RA) serves an important leadership role within Cal OES, operating under the Assistant Director of Response to oversee comprehensive emergency management across their assigned region. They are responsible for ensuring effective preparedness, response, and recovery for all types of disasters and emergencies across multiple counties and mutual aid regions.

The primary focus of this position is managing and supervising regional staff in the Southern Division. This involves coordinating emergency operations, communications systems, training exercises, and maintaining emergency operations center readiness. The RA must ensure their team is well-prepared to support local governments during both routine operations and crisis situations.

Policy development and stakeholder engagement form a substantial portion of their duties. The RA works collaboratively with:

- Other Regional Administrators and Headquarters staff to develop agency-wide policies.
- Federal, tribal, state, and local government officials.
- Legislative representatives and the Governor's staff.
- Media outlets and private sector partners.
- Community-based organizations and the general public.

In their program administration role, the RA serves as a key advisor on emergency management programs, including FEMA-coordinated initiatives and the Emergency Management Performance Grant (EMPG). They must maintain comprehensive knowledge of these programs to effectively guide stakeholders and ensure proper implementation throughout their region.

The position requires extensive involvement in disaster preparedness and response planning. The RA must maintain regular communication with a diverse network of stakeholders to ensure coordinated emergency response capabilities. They play a crucial role in integrating recovery programs within the region and, during major disasters, may serve as a Deputy State Coordinating Officer or Governor's Authorized Representative at a Joint Field Office. A significant portion of their responsibility involves homeland security coordination. The RA must work closely with regional partners to enhance security measures, improve emergency preparedness, and strengthen transit security protocols. They are expected to provide strategic recommendations for improving these critical functions based on regional needs and challenges.

During actual emergencies or disasters, the RA may be called upon to serve as:

- An Incident Commander directing response operations.
- A Senior State Official representing Cal OES.
- The Governor's Authorized Representative for implementing disaster assistance programs.

Beyond these specific duties, the RA must maintain a comprehensive understanding of emergency management principles, stay current with evolving threats and response strategies, and build strong relationships across jurisdictional boundaries. They must be capable of making quick, informed decisions during crises while maintaining effective communication with all stakeholders.

The position requires a unique blend of leadership skills, technical knowledge, and diplomatic abilities to successfully coordinate emergency management efforts across a complex network of government agencies, private organizations, and community partners. The RA must be equally comfortable managing day-to-day operations and responding to major disasters, always keeping the safety and security of their region's residents as their highest priority.

**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 Response Operations program, specifically the RA position, is critical to Cal OES's core mission of emergency management and public safety. This program directly implements the department's primary statutory responsibilities under the Emergency Services Act by coordinating emergency preparedness, response, and recovery efforts across multiple jurisdictions.

The position's critical nature is evident in its comprehensive responsibilities, which include:

- Coordinating multi-agency emergency response activities
- Implementing the Standardized Emergency Management System (SEMS)
- Serving as the Governor's Authorized Representative during federally declared disasters
- Managing regional mutual aid programs
- Directing regional emergency operations centers
- Developing and implementing emergency management policies

The Regional Administrator plays a pivotal role in ensuring effective emergency management by:

- Guiding regional mutual aid coordination
- Overseeing critical information gathering during emergencies
- Making high-stakes decisions affecting public safety
- Coordinating resource allocation during disasters
- Providing policy recommendations at local, regional, and state levels

With the evolving emergency management landscape, including increased frequency of extreme weather events, complex public health emergencies, and more sophisticated disaster challenges, this program has become even more critical. The position's expanded responsibilities now include broader policy development, enhanced stakeholder engagement, and more comprehensive approach to managing concurrent and complex emergency situations.

**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.

A comprehensive organizational review of the Response Operations, Southern Division was conducted to improve functionality and better position the organization for extraordinary challenges. This systematic evaluation revealed the need to refine the Regional Administrator CEA concept based on operational changes and emerging demands. The Regional Administrator's scope has expanded beyond traditional mutual aid and SEMS coordination to encompass broader emergency management challenges, requiring enhanced policy development authority and stakeholder engagement to address increasingly complex disasters while maintaining core statutory responsibilities.

The Southern Region Operations has experienced substantial growth and change in recent years, marked by increased operational complexity and expanded responsibilities. This includes significant growth in regional staffing, expanded scope of emergency response coordination, and enhanced requirements for stakeholder engagement. The organizational structure has become more complex, requiring more sophisticated multi-jurisdictional operations management and coordination efforts.

The emergency management landscape has evolved dramatically, characterized by increased frequency and intensity of extreme weather events such as wildfires, atmospheric rivers, and floods. The extended response operations required for the COVID-19 pandemic demonstrated the need for sustained, long-term emergency management capabilities. These challenges are compounded by the growing complexity of managing concurrent disasters, requiring enhanced coordination of recovery operations across multiple incidents simultaneously.

In addition, stakeholder engagement has become increasingly critical, with expanded relationships across federal, tribal, state, and local partners. The position now requires greater emphasis on building and maintaining partnerships with private sector entities and community-based organizations. This expanded stakeholder network demands enhanced public communication capabilities and more sophisticated coordination across multiple jurisdictions.

The evolving nature of emergency management has created new demands for innovative problem-solving approaches. The Regional Administrator must now implement more adaptive and flexible response strategies, integrate new emergency management technologies, and develop innovative solutions for complex, concurrent disasters. This includes enhanced coordination of multi-agency responses and the development of new approaches to address emerging challenges.

These changes necessitate this revision to ensure the Regional Administrator position remains properly aligned with current operational requirements and challenges. The position must continue to effectively manage increased responsibilities while maintaining strong stakeholder relationships and implementing innovative solutions to increasingly complex emergency situations. The revision reflects the natural evolution of the role in response to these changes, ensuring the Regional Administrator can effectively lead Southern Region Operations in meeting current and future emergency management challenges.

### **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 Regional Administrator CEA position plays an important role in developing and implementing policy across several critical program areas that have significant statewide impact. As the regional representative for Cal OES, the RA will be the principal policy maker in areas such as emergency communications systems, disaster recovery coordination, and homeland security initiatives.

One key policy domain is the administration and oversight of the state's emergency communications infrastructure. The RA will be responsible for setting policies governing the deployment, maintenance, and operation of regional emergency communication networks. These policies will directly impact the ability of local jurisdictions to coordinate response efforts and share real-time information during disasters, with statewide implications for public safety and emergency management.

The RA will also serve as the lead policy developer for regional disaster recovery programs and initiatives. This includes establishing guidelines for the implementation of federal and state disaster assistance, as well as coordinating the integration of recovery efforts across multiple impacted communities. The policies developed in this area will shape the state's capacity to help regions rebuild and recover in the aftermath of major emergencies, with effects felt throughout California.

Additionally, the Regional Administrator will hold principal policy-making authority over homeland security functions within their jurisdiction. This encompasses setting protocols for critical infrastructure protection, coordinating anti-terrorism efforts with federal partners, and directing regional training and exercise programs. The policies enacted in this domain will strengthen California's overall security posture and better prepare communities to mitigate the impacts of intentional acts that threaten public wellbeing.

These are just a few examples of the high-level policy areas where the CEA Regional Administrator will serve as the primary decision-maker. In each case, the policies developed and implemented by this position will have direct, significant, and measurable impacts on the state's emergency response capabilities, disaster recovery outcomes, and homeland security readiness.

### **C. ROLE IN POLICY INFLUENCE (continued)**

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

The CEA Regional Administrator position is responsible for ensuring compliance with a complex array of policies, procedures, and federal/state laws that govern emergency management operations within their region. In this capacity, the RA serves as the department's primary decision-maker and point of contact for external stakeholders, including federal, tribal, state, and local government officials, as well as private sector and community partners.

The RA's decision-making authority spans the full spectrum of emergency management functions, from overseeing the readiness of regional communications infrastructure to directing the implementation of disaster recovery programs. They hold primary responsibility for establishing operational protocols, allocating resources, and coordinating multi-jurisdictional response activities during times of crisis. The RA participates directly in the formulation of Cal OES policies and procedures, providing expert input and recommendations that inform critical decision-making at the department's highest levels. The RA's decisions can significantly influence the department's strategic direction, the implementation of key initiatives, and the allocation of resources to support emergency management programs.

The RA exercises judgement in all decisions affecting southern regional operations. The RA has the responsibility to help ensure that the principles and practices of the Response Operations Directorate are carried out and implemented in accordance with Cal OES's mission, policies, and procedures, as well as federal and state laws. This position will ensure that Cal OES and agency partners are well versed in the policies and processes that are necessary to maintain compliance with statutory and policy requirements.

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

The CEA position will be engaged in both developing and implementing policy with an approach that involves policy development and policy implementation. In terms of policy development, the RA will directly participate in formulating Cal OES policies and procedures and provide expert input and recommendations to the executive team. They will exercise judgment in shaping operational protocols and help adapt policies to emerging emergency management initiatives and challenges. Next, through policy implementation, the incumbent will ensure compliance with existing federal and state laws, translate policy into actionable operational protocols, coordinate multi-jurisdictional response activities, and allocate resources in alignment with existing policy frameworks.

There will be bridging gaps between existing regulations and current emergency management needs all while maintaining compliance with statutory requirements.