

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

June 14, 2024

2. Department

California State Summer School for the Arts (CSSSA)

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

California State Summer School for the Arts (CSSSA)

4. CEA Position Title

Deputy Director

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

Under the direction of the Director, the Deputy Director (DD) will oversee the development of policies and procedures related to the CSSSA program and budgetary operations. The DD will support of CSSSA's mission to provide innovative, inclusive, and industry relevant training to California's youth, advancing equitable education opportunities for state-wide communities, including those who are undeserved and without access to the arts in their schools.

6. Reports to: (Class Title/Level)

Director

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)

B. SUMMARY OF REQUEST

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

Policy: Under the general direction of the Director, the Deputy Director will oversee the development and implementation of high level policies and procedures with statewide impact. The DD develops and manages the planning, organizing, directing, and administering of policies, procedures, and projects related to the CSSSA program while ensuring alignment with the Board of Trustees and Legislative goals. The DD develops policies in the Student and Faculty Handbook manuals. The DD serves as the administrative liaison with the CSSSA Foundation in policy development and analysis, stakeholder engagement, writing and communications, and complex data analysis and reporting.

Program: The DD establishes and administers program related operations for all aspects of the summer school, including classes, performances, exhibits, field trips, and student activities. They create actionable plans to ensure the CSSSA summer program reflects the current and emerging arts and entertainment industries including offering opportunities for academic and professional enrichment to ensure long-term success of students in the creative industries. The DD is responsible for implementing policies for faculty recruitment and hiring, and oversees operations for all academic programs, including obtaining college credits for courses, course scheduling, performances, and student exhibits. The DD establishes and oversees operations for all nonacademic programs, including students services, recreational activities, student health and wellness, residential services, and student safety. They also provide leadership, and coordination in student outreach, which generates more than 1,500 applications annually, for the student selection process including the applications, adjudication, and notification. In addition, the DD oversees financial aid awarding and budgeting to address inequities in access and barriers to admission.

Finance: The DD oversees the Department annual budget preparation, and develops and implements budgetary policies for fiscal services, contracts, and procurement. The DD is responsible for oversight of program funds and addresses sensitive, controversial, and/or significant issues which impact the Department's funding. The DD develops and manages fiscal policies and reports to resolve budget issues that affect CSSSA operations. They also provide fiscal policy evaluation for departmental issues associated with new and expanding programs and legislative decisions impacting state operations, and they work closely with the Department of General Services, Department of Finance, Contracted Fiscal Services, and FI\$Cal to ensure that CSSSA adheres to all procurement policies and procedures. The DD also provides leadership and coordination of the host site selection and implementation processes, including detailed negotiations with host site's executive administration.

Supervisor: The DD supervises Staff Services Managers with program operations and fiscal responsibilities. The DD ensures that all personnel management functions are carried out effectively and in adherence with State and Federal rules and regulations. The DD administers and coordinates strategic planning, program coordination, employee development planning and implementation, and project facilitation. The DD works closely with Control Agencies to assure that administrative support services are provided, and reporting requirements are met.

School: The DD oversees and directs all host site campus operations, including dining, residence life, facilities, campus safety, mail room, student affairs, and technology. The DD is the main host site liaison, ensures that contractual terms are met to safeguard the wellbeing and safety of students, including campus security coverage, recreational facilities, health and emergency services. Also ensures that contractual terms are met for facilities, equipment, and access to all contracted campus resources. The DD also directs and coordinates public events, such as presentations of student work, performances, parent and alumni events, and other education and/or promotional opportunities for key stakeholders. Finally, the DD resides at the school site throughout the session maintaining 24/7 on-call duties with other key staff.

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: California State Summer School for the Arts (CSSSA) provides California's high school teens with an immersive, industry-relevant training program to study and practice the arts. The summer program cultivates the State's young artists to pursue careers in the visual arts, performing arts, and writing arts within the commercial and fine arts industries in California. This comprises one of the largest business sectors in the state.

One of the requirements of the Legislature is that CSSSA broadly represent the socioeconomic and ethnic diversity of the state, including under served students without access to the arts in their schools. As costs have increased dramatically to run CSSSA, achieving this mission has required ongoing policy development for admissions, enrollment, tuition, and scholarships raised by the CSSSA Foundation through private funds.

Through CSSSA's summer program, CSSSA develops and disseminates a transformational arts education opportunity. Policies and programming ensure that CSSSA is broadly representative of the State through the student body, faculty and curriculum, and establishes accountability efforts to ensure that quality education standards and college credit bearing program requirements are effectively met.

The proposed CEA position will serve as the Deputy Director to provide leadership in policy, programming, budget, and supervisory efforts to support and achieve this 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.

One of the requirements of the Legislature is that CSSSA broadly represent the socioeconomic and ethnic diversity of the state. As costs have increased dramatically to run CSSSA, this mission remains difficult to achieve. The DD position will provide leadership and agency accountability to meet this legislative mandate within the student body. Policies and procedures for annual tuition setting and scholarship awarding are key responsibilities of the DD towards fulfilling this mission with greater success - ensuring increased diversity demographics each year. The DD will work in partnership with the CSSSA Foundation, the agency's nonprofit partner tasked with raising funding for scholarships, to increase the availability of funds and effective awarding of those funds.

The DD will also oversee policy development for the CSSSA summer program. The school enrolls approximately 500 students each summer, ranging from ages to 13 to 17, in a fully residential program. In recent years, the social and emotional development of young teens has shifted dramatically, requiring additional policies and procedures to ensure their health, safety and wellbeing during the program. To effectively respond to changing needs and interests of students, the DD is responsible for researching best educational practices for both academic and non academic support services and creating new policies and implementation strategies to meet those needs.

The DD will also provide leadership and support of CSSSA's expanded program offerings, including online opportunities and an additional pre-CSSSA session. Specifically, the DD will provide leadership for the CSSSA Summer Bridge Program, an opportunity for students who would normally be denied entry into the 4-week session. Upon successful completion of the 2-week Summer Bridge session, students will be better prepared for the 4-week intensive program the following summer. The first Summer Bridge session is being planned for the summer 2024 season.

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.

California State Summer School for the Arts provides a college-credit bearing arts education program to statewide youth, preparing high school students for college and career opportunities in the creative industries. The agency has provided this service for nearly 20,000 California teens since its inception. Thousands of CSSSA graduates have gone on to perform leadership and professional roles in California's creative economy, one of the largest economic business sectors of the State.

Per Legislative requirements, CSSSA is responsible for reflecting the state's cultural and economic diversity demographics in the student body. The CEA position is responsible for overseeing and developing financial aid policies to reach state-wide student representation in harmony with CSSSA's legislative mission. It is the responsibility of the CEA to align the tuition and financial aid policies with the Department's state and private funding, ensuring ongoing management and the long-term success of the agency's fiscal resources. This includes legislative requirements for collecting private funds from the CSSSA's Foundation and through student tuition. These policies will be reviewed and updated regularly to address changing needs, budget changes, and the best educational practices.

CSSSA's legislation requires that CSSSA provide a 4-week training program for students from across the state of California. The CEA develops policies in both the Student Handbook, and the Faculty Handbook, to ensure that state and federal educational practices are upheld throughout the program, including FERPA, Title IX, HIPPA, and other security and privacy regulations. Without such policies, the health and safety of students and faculty would be at risk. The students in CSSSA's program are minors; therefore policies such as student conduct, medication, mental health, campus field trips, ensuring compliance with state requirements, will be developed and updated on a regular basis by incumbent. This is a statewide impact as the CSSSA enrolls students from every county across the State of California.

CSSSA's Legislation also requires that the faculty are selected to be broadly representative of the state's socioeconomic and ethnic demographics. The CEA position develops equitable and accessible policies to impact the recruitment and selection of faculty in alignment with this legislative mission. The CEA acts as a liaison to CSSSA's Board of Trustees, who are integral in the faculty selection process. The CSSSA conducts an annual Request for Application for contract faculty positions. Policies for advertising and recruiting diverse faculty as well as providing reasonable accommodations for faculty with disabilities would be the responsibility of the incumbent.

C. ROLE IN POLICY INFLUENCE (continued)

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

The proposed CEA will have decision-making authority for all education programs administered by the agency including but not limited to: oversight for all summer program activities including focused monitoring, training, and technical assistance for all faculty contractors, and ensuring students and faculty are in compliance with policies and procedures outlined in the Student and Faculty Handbooks. The DD will also have decision-making authority in monitoring site reviews classroom, residence hall, and studio facilities before, during, and at the conclusion of the annual summer session. The CEA ensures that CSSSA 1) meets all legislative requirements outlined in the agencies Education Code 8950 - 8957, (2) provides an industry relevant curriculum for students to receive a high-quality program, and (3) manages fiscal operations of public and private funds in a manner that is properly safeguarded.

The DD's scope and authority focuses on increasing the development of policies and procedures in accordance with the division's goals and objectives. The DD participates in program wide efforts to develop education policy, statewide representation of students and faculty, and to plan and develop resources to monitor and improve work practices across the division. The DDE works independently with internal and external stakeholders, including statewide agencies and the CSSSA Foundation to develop more comprehensive systems that aligns with state legislative requirements. This includes academic programming efforts, fiscal management, campus operations and facilities management, training of faculty contractors, data collection, summer program review and analysis, and maintenance of mandated reporting requirements by the state. The DD creates new initiatives aligned with CSSSA's legislative mission, and also in response to CSSSA's governing body, the Board of Trustees. The DD also establishes internal regulations to improve the agency's infrastructure to thereby educate California's youth annually each summer.

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

The proposed CEA will develop and implement new policy, as well as interpret and implement existing policy. The CEA will provide policy direction and oversight of the agency's annual budget, ensure that private tuition funds and scholarship funds are in alignment with state funding per CSSSA's Legislation. This will be accomplished by annually identifying new or additional budget regulations, determining the need for new or modified policy and procedures, directing the development of policy and procedures, and determining the most appropriate means for disseminating new or revised policies. New policy will also need to be developed for faculty recruitment and hiring, recruitment, outreach and admissions for statewide representation of students, academic programs, student conduct, campus health and safety regulations for the summer session, and other policy and procedures related to the program activities.