

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

2024-07-08

2. Department

General Services

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

Procurement Division/Engineering Branch/Procurement Engineering and Sustainable Purchasing

4. CEA Position Title

Engineering and Sustainable Purchasing Branch Chief

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

The CEA position is responsible for providing procurement engineering management to accomplish statewide procurements, integrating environmentally sustainable products into State purchasing operations, developing, implementing and providing policy and procedure guidance to all state departments for sustainable procurement operations, and ensuring technical engineering support teams accomplish the business goals of the branch.

6. Reports to: (Class Title/Level)

Procurement Officer, Deputy Director/Exempt 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):

This position develops and implements statewide operations in support of sustainable purchasing and is the recognized DGS subject matter expert for statewide policy issues such as the Buy Clean California Act and reducing the effects of emissions in purchasing which requires regular contact with the DGS Director and Chief Deputy Directors on statewide strategies for program implementation, reporting, education and communication preparation, legislation analysis and response and national engagement with the Federal government and other sustainability stakeholders.

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 sets policy and strategic goals for the DGS statewide Procurement Engineering and Sustainable Purchasing programs, including Environmentally Preferable Purchasing (EPP), to ensure state procurements incorporate appropriate specifications and standards to meet statutory competitive purchasing requirements and performance factors and include sustainable purchasing requirements that minimize environmental impacts to Californians while also ensuring equity within the state's vendor pool in accordance with Public Contract Code, Government Code, Military and Veterans Code, Executive Orders, the State Contracting Manual and the State Administrative Manual.

Collaborates with state and federal government stakeholders and non-profit and industry organizations on impacts to California statewide and national purchasing operations. Attends and speaks at professional conferences, lectures, and seminars related to sustainable purchasing programs and products. Keeps abreast of new technology and initiatives, in order to deliver innovative procurement solutions that minimize costs and carbon emissions, to ensure aid for customers in delivering their missions. Recommends and implements training programs for state procurement officials on sustainable purchasing, including EPP and recycled content requirements.

Leads the Procurement Division Engineering Branch and maintains operational efficiencies of the branch resources by overseeing the branch budget and funding sources, and overseeing staffing levels to ensure good stewardship of state funds.

Responds to requests for program information and analysis from Director, Chief Deputy Directors, and Deputy Directors for Department of General Services. Provides program information to other state agencies and departments such as public works and climate change consultants and private sector suppliers by attending meetings and briefings, and makes recommendations and resolutions, in order to provide accurate responses on behalf of the Procurement Division.

Makes recommendations on the use of personnel and equipment, in order to determine action to be taken regarding disposition of personnel and equipment in periods of emergency, or as directed by the Deputy Director, to ensure an effective contingency plan.

Acts for the Deputy Director on an as needed basis.

**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 CEA position directly supports DGS' role as business manager for the state of California and the responsibility under Government Code 14600 to provide centralized purchasing services, provide uniform management practices, develop and enforce policy and procedures and ensure a high level of efficiency and economy in state purchasing operations. The Engineering and Sustainability Branch Chief is critical to ensuring statewide purchasing includes sustainability measures while being mindful of achieving economies of scale for state department purchases. This position manages and sets policy and strategic goals for the state of California Standards and Quality Control and the Environmentally Preferable Purchasing (EPP) Programs to ensure state procurements are competitively bid, meet performance factors, and minimize environmental impacts in accordance with Environmentally Preferable Purchasing goals, State Contracting Manual requirements, Government Codes, Public Contract Codes and various Executive Orders related to sustainability. This position is also responsible for ensuring statewide development and implementation of sustainability reporting for approximately \$9 billion in annual purchasing spend throughout the state. The position directly supports DGS goals of being Consultative, Sustainable and Data-Informed through our offering of counsel and advice to state departments on purchasing standards and engineering evaluations to maximize benefit and mitigate procurement risk to those departments; offering sustainable "green" purchasing solutions and policy, procedures and training for state department sustainable purchasing programs, and providing data to state departments on statewide sustainability achievements and additional options for greening procurements as options for achieving internal sustainability targets.

**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.

With the Administration and Government Operations Agency focus on California's leadership in climate change and equity in the state's procurement processes, the Procurement Division requires a focused executive level position with the expertise and capability to develop and implement statewide strategies, policies and procedures aimed at improving sustainability within the state's purchasing operations while maintaining equity across the state's supplier base and contracting processes.

The CEA position will be at the third organizational level and will report directly to the Deputy Director. The major responsibilities of the CEA will be to research, develop and implement sustainable purchasing and procurement engineering policies and strategic initiatives, partner with external stakeholders including state departments/agencies and the business community, collaborate with the federal government, including the Environmental Protection Agency and the General Services Administration, and key executives within the Government Operations Agency; identify innovative strategies to track and report on sustainable purchasing achievements; participate on diverse business advisory councils such as the DGS Small Business Council and the Sustainable Purchasing Leadership Council, expand outreach and training, and advise DGS executive management on legislative proposals, policy, and regulations related to sustainable purchasing practices and the effects on equity in state contracting. The CEA position will have the authority for making high-level policy decisions that have broad, statewide impact to the program area. It is imperative that the CEA be created to focus on policy development at the executive management level as an integral part of the state's efforts to increase sustainability in state purchasing while maintaining equity in state contracting.

Current CEA level positions within the Procurement Division are not available to singularly focus on the topics of increasing sustainability and maintaining equity in the state's procurement processes. The new CEA is required to conduct research, identify potential legislative challenges, and develop innovative policy solutions for increasing sustainable purchasing in state procurement operations that do not compete with or take away from existing programs and are in compliance with current legal contracting constraints and executive orders to increase sustainable operations throughout procurement (EO N19-19).

All decisions will be in accordance with California Code of Regulations, Government Code, Public Contract Code, the State Contracting Manual, and the State Administrative Manual.

### 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.

1) Buy Clean California Act - Public Contract Code (PCC) 3500-3505

The CEA position will be the principle policy maker responsible for developing, reviewing and implementing an every three year maximum acceptable global warming potential statewide policy for construction materials such as carbon steel rebar, flat glass, mineral wool board insulation, and structural steel to be used on California public works contracts with an estimated value of over \$2 billion in awards. The global warming potential target is mandatory for all state department public works contracts and has the potential to significantly reduce greenhouse gas emissions in the delivery of these contracts, protecting public health from the harmful effects of air pollution and thereby contributing to the state's goal of reducing these emissions to 40% below 1990 levels by 2030.

2) Develop model Sustainable Purchasing Program for state departments - PCC 12400-12404

The CEA position will be the principle policy maker responsible for developing and implementing a model sustainable purchasing program for state departments to adopt in support of environmentally preferable purchasing and equity in department contracting programs. This model program will include elements of the statewide, DGS program while allowing departments the flexibility to adapt program elements to meet the needs of department specific operations. The program will also include mandatory training on sustainable purchasing and enhanced reporting requirements related to environmental, social and economic impacts of purchasing activities. State department implementation of sustainable purchasing programs allows California to increase its awareness and commitment to greening state procurements, contributes to Administration goals of reducing greenhouse gas emissions and mitigating climate risk, and allows for statewide consistency and equity in sustainable procurement operations.

3) Develop criteria for reporting and evaluating Vendor Sustainability Practices in state procurements -

The CEA position will be the principle policy maker in researching, developing reporting and evaluating California vendor sustainability practices for state procurement operations. As part of its sustainable purchasing program efforts, DGS must create awareness and education around the adoption of sustainability practices amongst its vendor pool, including opportunities for Small Businesses and Disabled Veteran Business Enterprises to begin adapting business practices to comply with state initiatives and directives to use green products, ensure equity in workforce operations and engage diverse vendors as part of the provision of goods and services to the state. This effort will provide the state with the opportunity to enhance business sustainability in California through state procurement efforts resulting in increased purchasing of products and services with environmental attributes and increased supplier demonstration of environmental responsibility through managing pollution, waste, water, and energy in their operations.

4) Update Eco-Labels for statewide purchasing efforts -

The CEA position will be the principle policy maker for researching, updating and implementing the DGS Eco-Labels project. This project supports state departments in their procurement of environmentally preferable commodities and services. This comprehensive Eco-Labels list outlines relevant certifications for each commodity or service and provides guidance on incorporating these certifications into procurement processes. By utilizing these Eco-Labels, state departments can ensure that their procurement practices align with sustainability principles, promoting environmentally friendly purchasing and contributing to the achievement of the state's climate goals around emissions, water consumption and electricity use. The program will be using recent audit findings and legislative mandates to update the Eco-Labels list for increased applicability to the goods and services the state purchases.

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

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

The CEA will develop, recommend, implement and enforce policies and procedures for the full scope of promoting sustainable purchasing, including environmentally preferable purchasing, procurement engineering standards and quality control and ensure equity in procurement processes and will initiate, recommend and implement changes that promote innovative solutions. Such solutions and policies will be accomplished in accordance with all applicable federal and state laws, regulations, California Code of Regulations, Government Code, Military and Veterans Code, Public Contract Code, the State Contracting Manual, and the State Administrative Manual.

The department's goal in requesting the CEA position is to clearly establish the CEA as the policy influencing position with statewide decision-making authority. The major responsibilities of the CEA will be to serve as the statewide policy-maker for sustainable purchasing and to continuously and directly interface with DGS executive management, state departments and agencies, external state department and agency stakeholders such as the California business community, and Government Operations executive management. The CEA position will have the authority for making high-level policy decisions that have broad, statewide impact to the program area.

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

The CEA will be both developing and implementing new policy as well as interpreting and implementing existing policy. Several years of new legislative mandates and executive orders related to sustainability in state operations requires this position to review, analyze and revamp existing policy for updates in sustainable purchasing practices as well as contract requirements for procurement engineering evaluations and reporting. This position will also be developing and implementing new policy as updates to existing program practices are affected by new legislation, federal contracting practices and the need for California regulatory updates. This includes updates to the state's definitions of environmentally preferable purchasing, recycled content requirements as they apply to statewide purchases of goods and services, and the Buy Clean California Act as DGS is required to update the average three-year global warming potential for construction materials included in public works contracts. The CEA will work with internal DGS Procurement Division stakeholders and Branch team members to develop and interpret policies as well as external stakeholders such as the California Air Resources Board, Cal-Recycle, department purchasing officials, federal purchasing officials such as the Environmental Protection Agency, and non governmental organizations such as the Sustainable Purchasing Leadership Council and small business representatives to enlist feedback on these mission critical policies.