CEA POSITION REQUEST

(NEW 12/2008) Page 1

NOTE: Complete all sections on pages 1-5 in their entirety. Refer to CEA Position Request Instructions (see Page 7) for detailed instructions.

SPB USE ONLY

1. DPA RECORD NO.	2. DATE	3. DEPARTMENT	4. ORGANIZATIONAL PLACEMENT

5. CEA POSITION TITLE	6. POSITION NUMBER
	- - -

7. SUMMARY OF PROPOSED POSITION DESCRIPTION ***(2-3 sentences – will be used for SPB calendar, Part A)***

8. TYPE OF REQUEST

- ☐ New CEA Request
- ☐ Level Change
- ☐ Reactivate Inactive CEA Position
- ☐ Revision of Existing CEA Allocation (*minor changes such as title change, etc.)*
- ☐ Significant Changes to Existing CEA Allocation *(include copy of original package)*

9. DEPT HUMAN RESOURCES CONTACT	TITLE	PHONE	EMAIL

10. DEPARTMENT APPROVING OFFICIAL	TITLE	PHONE	EMAIL

A. HISTORICAL AND GENERAL INFORMATION

11. FUNCTION ***(Select one)***

- ☐ Administration (ADM)
- ☐ Budget (BUD)
- ☐ Education (EDU)
- ☐ Engineering, Construction & Design (ENG)
- ☐ Financial-Investments (FIN)
- ☐ Health Care (HCR)
- ☐ Human Resources (PER)
- ☐ Information Technology (EDP)
- ☐ Legal (LGL)
- ☐ Legislative Analysis (LEG)
- ☐ Management Analysis (MGT)
- ☐ Public Information (INF)
- ☐ Public Safety, Law & Regulation Compliance (SAF)
- ☐ Purchasing & Property Appraisal (PP)
- ☐ Regional & Field Administration (RAD)
- ☐ Regulatory, Auditing & Review (REG)
- ☐ Research, Planning & Evaluation (RPE)
- ☐ Resource Conservation (RES)
- ☐ Risk Management (RMG)
- ☐ Social Security & Rehabilitation (SSR)
- ☐ Other *(Explain)*:

12. **DEPARTMENT DATA** ***(Include organization charts as per instructions)***

Department Size (*authorized positions per Governor's Budget*):

Total # of Exempt allocations department-wide:

Total # of existing CEA positions department-wide:

% of CEA positions to existing staff:

CEA POSITION REQUEST

B. SUMMARY OF REQUEST

13. Describe the justification for this request, including the changes that necessitated this request. ***(If more space is needed, attach additional pages.)***

C. ORGANIZATIONAL LEVEL CONSIDERATIONS

14. EXECUTIVE ROLE ***(Select one)***

☐ Assistant Agency Secretary (AAS) ☐ Deputy Director (DDR) ☐ Program Manager (PMR)
☐ Director (DIR) ☐ Division Chief (DCH) ☐ Special Advisor/Admin Assistant (SA/AA)
☐ Chief Deputy Director (CDD) ☐ Project Manager (PRJ) ☐ Staff Specialist (SPC)
☐ Other *(Explain)*:

15. PROPOSED CEA LEVEL ***(Subject to DPA approval)***

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

16. CEA LEVEL CRITERIA CODE

17. STAFFING

Total staff reporting to this CEA: Professional staff size: Related Bargaining Units:

18. REPORTING RELATIONSHIP (C*lass Title/Level)*

19. ORGANIZATIONAL LEVEL

☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th (Mega departments only)

20. RELATIONSHIP WITH DEPARTMENT DIRECTOR ***(check one – refer to instructions for definition)***

☐ 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)*:

☐ Other *(Explain)*:

D. ROLE IN POLICY INFLUENCE

21. Describe how the incumbent will serve as the principal policymaker within their respective program area and describe the statewide impact of the assigned program. Include a description of the degree to which the program is critical to the department's mission, the proposed position's responsibility for developing new policy and/or implementing existing policy, and its impact on existing CEAs. ***(If more space is needed, attach additional pages.)***

D. ROLE IN POLICY INFLUENCE *(continued)*

22. Describe whether the incumbent's role involves responsibility for policy that is sensitive, controversial, and of particular interest and concern to the public, media, and/or legislature. ***(If more space is needed, attach additional pages.)***

D. ROLE IN POLICY INFLUENCE *(continued)*

23. Describe the consequence of the incumbent's role in policy making and/or implementing policy decisions. ***(If more space is needed, attach additional pages.)***

E. OTHER CONSIDERATIONS

24. Describe any major consideration that was not provided in the information above. ***(If more space is needed, attach additional pages.)***

NOTE: REFER TO INSTRUCTIONS FOR REQUIRED ATTACHMENTS

CEA POSITION REQUEST

NOTE: This page is for State Personnel Board and Department of Personnel Administration use only.

DEPARTMENT	CEA POSITION TITLE	POSITION NUMBER
		- - -

F. SPB STAFF RECOMMENDATIONS

Approval by each level is based on the requirements of GC 18547.

Based on the Five Member Board delegation, the SPB Executive Officer approves or disapproves the proposal.

SPB MANAGER	☐ Approved ☐ Disapproved	Comments	
	SIGNATURE		DATE
CONSULTING SERVICES DIVISION (CSD) CHIEF	☐ Approved ☐ Disapproved	Comments	
	SIGNATURE		DATE
ASSISTANT EXECUTIVE OFFICER	☐ Approved ☐ Disapproved	Comments	
	SIGNATURE		DATE
EXECUTIVE OFFICER	☐ Approved ☐ Disapproved	Comments	
	SIGNATURE		DATE

G. DPA APPROVAL

CCD ANALYST	Approved CEA Level: _____	Comments	
	SIGNATURE		DATE

CEA POSITION REQUEST INSTRUCTIONS

GENERAL INFORMATION

Submit a CEA Position Request Form to SPB and DPA for any of the following:

- New CEA positions
- CEA positions with significant changes in duties or reporting relationships
- CEA positions with minor changes
- Reactivating inactive CEA positions
- Level changes

Provide these documents with all requests:

- A completed CEA Position Request form
- A duty statement with percentages
- Current and proposed organization charts showing the proposed position ***(Please identify position on chart and save in pdf format)***
- Organization chart(s) depicting all the CEA and Exempt positions in the department. ***(Save in pdf format)***

HOW TO COMPLETE THE CEA POSITION REQUEST FORM

Complete all items on Pages 1-5 of the CEA Position Request form. For detailed instructions on completing the form, see below. The numbered items correspond to the numbered boxes on the form.

(1) For new requests, leave blank. For changes to existing CEA positions, contact DPA for Record Number.

(2) Enter the date the CEA request is emailed to SPB and DPA.

(3) Enter the official name of the requesting department.

(4) Enter the name of the division/branch/office in which the CEA position resides.

(5) Enter the CEA position title *(Example: Deputy Director, Administration)*

(6) Enter the CEA position number. Use xxx for the serial number if the position has not been established.

(7) Provide a brief description of the CEA position for the SPB Agenda Calendar, CEA Category Activity, Part A. See samples below.

NEW CEA Position:
PROGRAM DIRECTOR, PERFORMANCE MEASUREMENTS DIVISION, CORRECTIONAL HEALTH CARE SERVICES
The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Program Director will provide critical subject matter expertise, develop and implement policies for program monitoring and evaluation standards and training programs related to performance measures for the delivery of health care, and will have responsibility of ensuring compliance with mandated court orders.

REDIRECTED CEA Position:
CHIEF, OFFICE OF STRATEGIC PLANNING AND POLICY
The Department of Mental Health proposes to redirect a CEA position from the Chief, County Finance Program Supervisor, to Chief, Office of Strategic Planning and Planning and Policy. The proposed position is responsible for the development, implementation, and measurement of the department's strategic plan; the position will direct and oversee the department's efforts to re-engineer its business processes; the position will set statewide policy on issues related to strategic planning.

(8) Check appropriate box. If revising or reactivating an existing CEA position, send a copy of original package.

(9) Enter name, title, phone, and email address of contact person in the Department Human Resources office.

(10) Enter name, title, phone, and email address of departmental approving official.

(11) Indicate type of function. Select one or check "Other" and explain.

(12) Fill in size of department and number of positions as requested. Note that "existing staff" is defined as authorized positions in the Governor's Budget. If department has a large number of contracted or temporary employees, explain in Section E, Other Considerations.

(13) Summarize request and identify relevant considerations.
- For new CEAs, provide background information regarding why the position is being requested. (For example: reorganization, new mandate, etc.)
- For revisions to existing CEA positions, explain what has changed (either major or minor changes).
- For reactivating inactive CEA position, explain why position is being reactivated.
- For level changes, explain what has changed to warrant an upgrade.

(14) Select one or check "Other" and explain.

(15) Select proposed CEA level. Refer to Pay Scales Section 8 for definitions of levels.

(16) Enter the CEA Level Criteria code from the Pay Scales, Section 8.

(17) Fill in number of positions as requested. For total staff, include direct and indirect reports. Identify bargaining units that are tied to the position.

(18) Identify class title and level of position that proposed CEA will report to.

(19) Select one. Refer to Classification and Pay Guide Section 400 for definitions of organization levels. "Mega" is defined as a department with over 17,000 employees.

(20) Select one or check "Other" and explain. "Executive Team" is defined as persons who are regularly involved in policy making at the department level.

(21) Provide a thorough and complete answer and include specific examples. Address both SPB and DPA issues.

(22) Provide a thorough and complete answer and include specific examples. Address both SPB and DPA issues.

(23) Provide a thorough and complete answer and include specific examples. Address both SPB and DPA issues.

(24) Provide any other pertinent information.

HOW AND WHERE TO SUBMIT THE CEA POSITION REQUEST PACKAGE

Packages should be transmitted electronically by the department's Personnel Officer to SPB and DPA simultaneously, to the following mailboxes:

SPB: cearequests@spb.ca.gov DPA: CEA@dpa.ca.gov

Note: *The submission of the CEA Position Request by the departmental Personnel Officer signifies to SPB and DPA that the department has obtained all necessary internal approvals and that the Department Approving Official named in #10 has the authority to approve such a request.*

WHO TO CONTACT FOR QUESTIONS

SPB: Denise Masuhara, CEA & Board Item Unit, 657-2904

DPA: Contact your assigned CCD analyst.