

<b>Fiscal Year</b> 2021-22	<b>Business Unit</b> 0511	<b>Department</b> Government Operations Agency	<b>Priority No.</b> 1
<b>Budget Request Name</b> Workload Adjustments		<b>Program</b> 0250	<b>Subprogram</b> N/A

### Budget Request Description

The Government Operations Agency, Office of the Secretary, (GovOps) is requesting 4.0 positions, and \$1,011,000—\$649,000 General Fund and \$362,000 reimbursements—in 2021-22, \$836,000 ongoing, to fund and manage existing and new workload associated with oversight and management of state government operations. The request includes trailer bill language to allow GovOps to address social, economic, and racial disparities within those operations. Approving this request will allow GovOps to appropriately provide state-wide policy development and critical independent oversight of the various entities that report to GovOps and establish a statewide equity and inclusion framework for hiring and procurement that state departments must follow.

### Budget Request Summary

Click or tap here to enter text.

<b>Requires Legislation</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Code Section(s) to be Added/Amended/Repealed</b> GC 12816	
<b>Does this BCP contain information technology (IT) components?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	<b>Department CIO</b> Click or tap here to enter text.	<b>Date</b> Click or tap to enter a date.

**For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), and the approval date.**

**Project No.** Click or tap here to enter text.    **Project Approval Document:** Click or tap here to enter text.

**Approval Date:** Click or tap to enter a date.

**If proposal affects another department, does other department concur with proposal?**  Yes     No  
*Attach comments of affected department, signed and dated by the department director or designee.*

<b>Prepared By</b> Michael Miyao Fiscal Manager	<b>Date</b> 1/5/2021	<b>Reviewed By</b> Justyn Howard Deputy Secretary	<b>Date</b> 1/5/2021
<b>Department Director</b> Click or tap here to enter text.	<b>Date</b> Click or tap to enter a date.	<b>Agency Secretary</b> Yolanda Richardson Secretary	<b>Date</b> 1/5/2021

### Department of Finance Use Only

**Additional Review:**  Capital Outlay     ITCU     FSCU     OSAE     CALSTARS     Dept. of Technology

<b>PPBA</b> Evelyn Suess	<b>Date submitted to the Legislature</b> 1/8/2021
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## A. Budget Request Summary

The Government Operations Agency, Office of the Secretary, (GovOps) is requesting 4.0 positions, and \$1,011,000—\$649,000 General Fund and \$362,000 reimbursements—in 2021-22, \$836,000 ongoing, to fund and manage existing and new workload associated with oversight and management of state government operations. The request includes trailer bill language to allow GovOps to address social, economic, and racial disparities within those operations. Approving this request will allow GovOps to appropriately provide state-wide policy development and critical independent oversight of the various entities that report to GovOps and establish a statewide equity and inclusion framework for hiring and procurement that state departments must follow.

## B. Background/History

GovOps was established July 1, 2013, pursuant to the Governor's Government Reorganization Plan No. 2. GovOps was created to simplify, strengthen and improve the operation and management of programs that protect and provide services to state agencies and their employees. GovOps is responsible for administering a variety of functions that assist in the general operation of state government, such as procurement, information technology, and human resources. GovOps' goal is to foster state-wide perspectives, improve communication and information sharing, and change departmental cultures that prioritize control over service. GovOps is comprised of the following departments, boards and offices:

- California Department of Human Resources (CalHR)
- California Department of Technology (CDT)
- California Department of General Services (DGS)
- Financial Information System for California (FISCAL)\*
- California Franchise Tax Board (FTB)
- California Department of Tax and Fee Administration (CDTFA)
- California State Personnel Board (SPB)
- California Victim Compensation and Government Claims Board (VCB)
- California Office of Administrative Law (OAL)
- California State Teachers' Retirement System (CalSTRS)
- California Public Employees' Retirement System (CalPERS)
- California Complete Count Census Office (Census 2020)\*\*
- Office of Digital Innovation (ODI)

GovOps is one of the smallest agencies in state government but is ultimately tasked with significant polices to implement. Within the past several years GovOps has stood up three brand new offices with budgets exceeding \$200 million, formed two new departments, all while overseeing the state's labor relations efforts, major procurement changes, numerous civil service process changes and improvements, information technology and data policies, sustainability programs, etc. Furthermore, GovOps is routinely brought in to assist other state departments with their operational challenges. Examples include leading the Department of Motor Vehicles and Employment Development Department Strike Teams and assisting the Department of Industrial Relations with their hiring practices. GovOps also leads the state's workforce response to COVID-19, including the issuance of guidance to all state entities, coordinating the redirection of employees, and overseeing the logistics and procurement efforts during the emergency.

\*FISCAL will officially join GovOps upon completion of the project.

\*\*Census 2020 officially shuts down on June 30, 2021.

Three of the entities overseen by GovOps are control agency departments that have a direct impact on state departments operations via their authority to set rules that all state departments must follow. These departments include California Department of Technology, California Department of Human Resources (CalHR), and the Department of General Services. Decisions made by these three departments impact how state departments handle everything from employment related practices to procurement, business, and information technology-related practices. In most cases policies being pursued are cross-cutting in nature and each control agency department has a role in ensuring successful implementation and ongoing compliance.

One of GovOps primary areas of focus over the past year has been reviewing the landscape of policies within state government surrounding hiring, training, and recruitment to identify barriers that would preclude California from being considered an employer of choice. Specifically, in September of 2019, the Governor's Office, in concert with GovOps and the control agency departments we oversee, held the first ever Director's Forum. The heads of every department and agency under the Administration came together to hear directly from the Governor and his Cabinet on this topic. At this forum, attendees were:

- Empowered to take action to make departments and agencies more respectful, diverse and equitable;
- Asked to volunteer on four new task forces;
- Provided a copy of the new statewide Respectful Workplace Policy;
- Given information about targeted recruitment, discrimination complaint tracking system, sexual harassment prevention training, and civil service appointments;
- Trained on Unconscious Bias; and
- Educated about the State's pay equity gaps.

Over 350 attendees of the Director's Forum sessions signed up to participate on four different task forces. Those tasks include:

- Sexual Harassment and Discrimination Prevention—the goal of this task force is to identify strategies to prevent sexual harassment and discrimination, create a respectful workplace, ensure compliance with laws and policies, and capitalize on the new discrimination complaint tracking system.
- Racial and Gender Pay Equity—the goal of this task force is to identify and close gaps in racial and gender pay equity in the State workforce. This includes CEAs, Exempts, and civil service.
- Diversity (including disabilities)—the goal of this task force is to identify strategies to increase diversity, including people with disabilities, so the State workforce is more reflective of the State population of California.
- Public Safety Diversity—the goal is to identify strategies to increase diversity in the public safety classifications, so State law enforcement and firefighters are more reflective of the State population of California.

The four task forces are overseen by a governance structure that facilitates their activities and actively reviews the recommendations that they generate. Included in the governance structure is GovOps, CalHR, the State Personnel Board and the Department of Finance.

### **C. State Level Consideration**

As stated in the previous section, GovOps oversees thirteen state departments, boards, and offices, with four of those entities having been added to the GovOps portfolio within the last four years. These entities provide a wide range of services to all state departments, agencies, boards, offices, commissions and the general public. Given GovOps' role in administering state operations including procurement, information technology, tax policy and human resources it is crucial that GovOps is properly staffed and funded to fulfill its mission. However, it is just as critical that the way GovOps completes its work is transparent and does not adversely impact the operations of the departments GovOps oversees.

Among other things, GovOps routinely provides critical and detailed legal services, budget and accounting services, personnel services, legislative services, Information technology services, procurement services and comprehensive policy oversight of our reporting departments. Failing to do this work independently and thoroughly from our reporting departments would result in ill-timed and developed policy recommendations, delayed implementation of programmatic priorities within the state, and ultimately delayed services to the general public.

Finally, it is imperative that the State of California promote diversity and inclusion in state operations because it's the right thing to do. It's important that the state employs, trains, and retains a workforce that is reflective of the people we serve. Californians vary in gender, race, ability, age, sexuality and many other ways, and as such it is imperative that California considers these different voices and perspectives when creating policies and procedures that inevitably will impact each group of people. The best way to do this is with a diverse and well-trained workforce, as it reduces the potential for unconscious bias, which if left unaddressed can significantly impact in a variety of ways various population groups. This is evidenced by data from the private sector. According to a report by McKinsey & Company, companies with the highest gender diversity were shown to outperform their competitors by 15%, and those in the top quartile for ethnic diversity outperformed their competitors by 35%. So in short, diversity within the state makes good operational and business sense.

## **D. Justification**

### **Workload Support**

Governor Gavin Newsom announced the appointment of Secretary Yolanda Richardson on January 22, 2020. Upon joining GovOps at the beginning of April, Secretary Richardson quickly initiated an organizational mapping of current GovOps staff/activities, and the activities of GovOps reporting departments. Additionally, Secretary Richardson spent a significant amount of her initial time at GovOps managing the state workforce response to the COVID-19 pandemic (these response activities continue to this day and will continue until vaccines and/or significant therapeutics have been developed, distributed, and utilized). Furthermore, since those early months significant additional requests for support, oversight, and resources have continued to come into GovOps. This includes forming a strike team to tackle the unemployment insurance issues within the Employment Development Department, facilitating lease consolidations and re-stacking of state office buildings, formalizing increased permanent teleworking for all state departments, reviewing and implementing equity and inclusion changes in procurement, hiring, and other state human resource practices, implementing a statewide data strategy, improving the user experience for citizens who engage government services, managing the California Leads as an Employer task force, creating a new strategic plan for GovOps, etc.

As a result of all the work that has been thrust upon GovOps in the last several months, GovOps had to borrow a vacant exempt position from the Department of General Services

(DGS) to serve as Senior Advisor to the Secretary (also known as Chief of Staff). GovOps filled this existing DGS vacant exempt position in August of 2020 to assist the Secretary with her oversight, management and involvement in all of the critical GovOps activities described above. Now that the position is filled and given the fact that 1) the work described above is not anticipated to abate for the next several years, and 2) GovOps desires to remain transparent on the resources required to perform the activities assigned to our agency, this proposal would permanently transfer that existing exempt position, as currently filled, to GovOps from DGS. Transferring this position is consistent with GovOps transparency proposal from last year and will allow the Secretary to continue to have the proper active engagement in all the critical tasks currently underway within GovOps.

In addition to the need for a permanent Senior Advisor to assist the Secretary of GovOps, GovOps has a significant need for independent legal services with a specific focus and background in tax law and policy. Currently, GovOps oversees the Franchise Tax Board (FTB) and the California Department of Tax and Fee Administration (CDTFA) and has numerous interactions with the Office of Tax Appeals and the Board of Equalization. Collectively, all these agencies are responsible for the collection of over \$100 Billion in annual revenues for the state of California and handle tax appeal cases for businesses and individuals. Navigating the complex landscape of state and federal tax laws is becoming ever more challenging each year and the need for independent counsel on such laws requires specialized knowledge of such tax laws that currently doesn't exist within GovOps.

Additionally, FTB operates as an independent entity who reports to their Board, which consists of the State Controller (elected official), Chair of the Board of Equalization (elected official), and the Director of Finance (Governor appointee). Often, the position of FTB on certain policies and the direction given to staff from the Board does not comport with the objectives/goals of the administration and GovOps is either asked to confirm FTB conclusions or provide alternate recommendations on complex tax policy. As such, it is imperative that Agency have the appropriate independent legal advice regarding income and corporation tax laws so that we can make appropriate recommendations to the Administration regarding how to proceed on complex tax issues that impact California's revenues and citizens.

GovOps is also requesting the establishment of one Office Technician position to assist with clerical workload for our agency. Currently GovOps only has one Office Technician supporting 18 different staff persons including managing their calendars, arranging meetings, processing mail, routing documents, etc. This ratio is insufficient to support the large increase in work that GovOps has undertaken under this Administration.

Finally, GovOps existing workload includes our forthcoming move from the Jesse Unruh Building. GovOps will be moving to 1304 O St, 3<sup>rd</sup> floor in 2021. 1304 O St current housing both Department of Transportation and the Department of Developmental Services (DDS). DDS will be vacating their suite in the spring of 2021 when they move into the new Richard Allenby building. That will then free up their existing space for GovOps. GovOps' suite in the Unruh building will subsequently be utilized by DGS for staging and other renovation operations, as that project gets underway in the next fiscal year. As part of GovOps move, there are some one-time relocation expenses and tenant improvements that will need to be funded. As such, GovOps is requesting \$175,000 in one-time funding to accomplish these tasks. GovOps is projected to move into the building in the 4<sup>th</sup> quarter of 2021.

### **Equity and Inclusion**

The current landscape of effective policies and procedures within California state departments that address racial equity and inclusion vary amongst departments. While each

state department is required to comply with requirements related Equal Employment Opportunity laws, disability services requirements, reasonable accommodations mandates, upward mobility opportunities, and workforce analysis and composition reporting, there is no centralized oversight entity, or statewide expert, who oversees the state's progress toward achieving a racially equitable and inclusive workforce and who is responsible for reviewing business policies, procedures, and laws from a racial equity and inclusion perspective.

This lack of focus on equity and inclusion has resulted in people of color, particularly Black people, who have experienced centuries of inequality and systemic and institutionalized racism, from achieving equal opportunities afforded to other population groups. The decades of underinvestment and unjust systems in place since the Civil Rights Act of 1964 has left Black, Brown, and Indigenous communities with high levels of poverty and pollution, a lack of quality jobs and education opportunities, outdated and weak critical infrastructure, disproportionately high costs for energy, transportation and basic necessities, and limited access to public services. Moreover, Black and brown communities have long been excluded from policy and funding decision-making processes that can be used to address the injustices they experience and support a transition to healthy communities.

To help combat this historical injustice, California must establish a statewide Chief Equity Officer whose primary goal will be to review old, and establish new, equity and inclusiveness policies and procedures that all state departments must follow as part of their normal operations. Now more than ever we have to embrace racial equity, which means transforming behaviors, institutions, and systems that disproportionately harm marginalized communities by increasing access to government, redistributing and providing additional resources to underserved communities, and eliminating barriers to opportunity, in order to empower low-income communities of color to thrive and reach their full potential. Establishing statewide Chief Equity Officer will help the State practice equity, turning our commitment into actionable equity strategies in our immediate response to the crisis, in our recovery efforts, and as the world reshapes the global economy. We must make equity real.

The Chief Equity Officer will immediately begin to identify existing policies and practices in state hiring and procurement, beginning with information collected through the California Leads as an Employer Task Forces, that contribute to, uphold, or exacerbate racial disparities and develop proposals to address these disparities. The establishment of the statewide Chief Equity Officer creates formal accountability for the Administration's commitment to equity, diversity, and inclusion in the way the State of California operates and does business. The Chief Equity Officer will lead the development and implementation of a vision and effective strategy that champions the importance and value of diverse, equitable and inclusive initiatives for the State of California, ensuring fair representation of California's diverse population.

For all the reasons discussed above, GovOps is requesting the establishment of 4.0 positions to assist with the necessary oversight and workload associated with new and ongoing workload within our Agency and taxing entities.

## **E. Outcomes and Accountability**

The expected outcome of this proposal is that GovOps will be able to provide independent legal reviews of complex tax law and policies for FTB, CDTFA, OTA, EDD, and BOE. This proposal will also result in the proper level of support for the Agency Secretary and other agency staff and help ensure everyone can stay up to date on workload. Proper staffing will also help foster increased and timely engagement in all the critical priority areas for the Administration.

Finally, some of the outcomes that are to be expected overtime from establishing a Chief Equity Officer, include but are not limited to:

- The state will establish a statewide leader on equity and inclusion and will lead the state's efforts at creating a diverse workforce that is reflective of all Californians and ensure equal opportunity for engagement with state departments regardless of a protected characteristic.
- Hiring and procurement processes will be evaluated to ensure equity and inclusion are part of the processes.
- The state will increase its outward facing service equity by focusing on organizational fairness in access and outcomes for clients and communities.
- The state will see an increase in diversity and retention over time.
- Community stakeholders will see the state agency as an effective and inclusive government that engages community and that the benefits of the service delivery are equitable.
- The state will be able to attract larger and more diverse applicant pools for state jobs.
- Improvement in the utilization of the upward mobility program and increase in rate of promotion among underrepresented race/ethnic groups as well as gender particularly in technical disciplines and leadership positions that tend to be disproportionately occupied by majority and males.
- Specific metrics will be developed by the State's Chief Equity Officer in consultation with appropriate state departments that oversee human resources, business services, procurement and technology.

#### **F. Analysis of All Feasible Alternatives**

One alternative would require GovOps to borrow staff from the departments it oversees. While fiscally appealing, this option fails to consider the negative impacts on the departments when staff is loaned to GovOps. In these cases, the loaning department is unable to backfill the position, as they do not have the approved position authority or funding to fill an additional position. More importantly, workload within the loaning department has not abated during the loaning period and as such that workload either goes uncompleted, is delayed, or the loaning department incurs increased overtime costs to cover that work.

A second alternative would be to fund GovOps for three of the requested workload positions and continue to require DGS to fund the exempt position transfer. This action, while possible would lead to a non-transparent budget for GovOps.

A final option is to approve the proposal as requested. This would result in an accurate budget for GovOps and ensure GovOps is staffed to provide the appropriate level of service to our departments and the Governor's Office while also being able to improve equity and inclusion throughout state government operations.

#### **G. Implementation Plan**

In anticipation of approval of this request, GovOps, beginning in March of 2021, will begin finalizing the job bulletin postings for the three new positions. GovOps plans to publicly post the openings for the four positions in late spring 2021. Beginning June 2021, GovOps will review the applications submitted and schedule and conduct interviews. Upon conclusion of the interview process, a job offer will be made with a goal of having all positions start by July 1, 2021.

Concurrent to the hiring effort above, GovOps will work with CalHR, GO Appointments, and DGS to transfer the current exempt position on loan to GovOps from DGS to GovOps permanently. It is anticipated that the transfer of this exempt position from DGS to GovOps will be completed in time for the start of the 2021-22 fiscal year.

Finally, parallel to the civil service hiring effort and timeline above, GovOps will work with the Governor's Office appointment team to recruit and hire for the State's first Chief Equity Officer. Upon selection of a candidate and establishment of this exempt position via trailer bill language, the Governor will appoint the Chief Equity Office with a target start date of early July 2021.

## **H. Supplemental Information**

See Appendix A for Workload Justification.

See Appendix B for Proposed Trailer Bill Language

## **I. Recommendation**

Approve 4.0 positions, and \$1,011,000—\$649,000 General Fund and \$362,000 reimbursements—in 2021-22, \$836,000 ongoing, to fund and manage existing and new workload associated with oversight and management of state government operations. Additionally, approve the requested trailer bill language to allow GovOps to address social, economic, and racial disparities within those operations. Approving this request will allow GovOps to appropriately provide state-wide policy development and critical independent oversight of the various entities that report to GovOps and establish a statewide equity and inclusion framework for hiring and procurement that state departments must follow.

## **Appendix A Workload Tables**



<b>Senior Advisor</b>			
<b>Description of Tasks to be Performed</b>	<b>Total Number of Times Task is to be Completed Annually</b>	<b>Total Hours to Complete Task</b>	<b>Total Number of Annual Hours</b>
Establish weekly strategic priorities for the Secretary. This includes identifying the landscape that requires the Secretaries focus and identifying metrics for success. Responsible for regularly revisiting priorities and evaluating progress.	52	2	104
Manage the Secretaries time, looking at long term meetings, events and speaking engagements including evaluating opportunities and determining fit with priorities.	52	2	104
Support meeting preparation and follow up, which includes reviewing upcoming meetings for the week to ensure the Secretary has all the information needed to be as productive as possible and sending out materials as necessary.	52	4	208
Review internal and external communications related to key projects and contribute to agency newsletters, reports, pitch decks, speeches or presentations and interviews for the Secretary.	26	3	78
Monitor information flow and act as a chief of staff for the Secretary ensuring involvement in a project or decision-making process at the right moment.	365	1	365
Manage all external meetings ensuring materials are sent in advance, time is well spent, and objectives are achieved.	26	3	78
Oversee large, often cross-functional organization-wide projects or initiatives. Bring together multiple stakeholders and help drive decisions related to key projects and initiatives for the agency. Research, benchmark, analyze data, and make recommendations to the senior staff of the agency. Collaborate with staff to create systems and processes to streamline operations.	104	5	520
Manage the strategic plan for the agency, reporting regularly to senior staff on progress and gaps and make recommendations to ensure key goals are being met.	26	4	104
Create dashboard and reports to track key performance indicators.	52	4	208
Establish a stakeholder listing related to each of GovOps reporting departments that includes all necessary contact information and descriptions of areas of interest for each stakeholder.	1	160	160
Update Stakeholder Listing monthly.	12	2	24
<b>Total Hours</b>			<b>1,953</b>
<b>PY Equivalent</b>			<b>1,800</b>
<b>PY's Requested</b>			<b>1.0</b>

<b>Attorney IV, Tax Specialist</b>			
Description of Tasks to be Performed	Total Number of Times Task is to be Completed Annually	Total Hours to Complete Task	Total Number of Annual Hours
Researches and renders independent oral and written legal advice to the Agency Chief Counsel, Agency Secretary, and the Governor's Office, concerning personal income tax law matters, including, but not limited to the earned income tax credit, young child tax credit, Child adoption costs credit, Child and dependent care expenses credit, College access tax credit, Dependent parent credit, Joint custody head of household, Other state tax credit, Prior year alternative minimum tax, Nonrefundable renter's credit, and Senior head of household credit.	10	35	350
Researches and renders independent oral and written legal advice to the Agency Chief Counsel, Agency Secretary, and Governor's Office, concerning business tax matters involving all of CDTFA's tax and fee programs, including Sales and Use Tax; Bradley-Burns Tax; Transactions and Use Tax; Motor Vehicle Fuel Tax; Use Fuel Tax; Diesel Fuel Tax; Underground Storage Tank Maintenance Fee; Cigarette and Tobacco Products Taxes; California Cigarette and Tobacco Products Licensing Fees; Cannabis Tax; Energy Resources Surcharge; Emergency Telephone Users Surcharge; Hazardous Substances Taxes and Fees; Childhood Lead Poisoning Prevention Fee; Occupational Lead Poisoning Prevention Fee; Integrated Waste Management Fee; Oil Spill Prevention and Administration Fee; Oil Spill Response Fee; Covered Electronic Waste Recycling Fee; California Tire Fee; Marine Invasive Species Fee; Natural Gas Surcharge; Water Rights Fee; Lumber Products Assessment; and Lead-Acid Battery Fees.	10	35	350
Reviews draft legislation involving FTB and CDTFA tax programs, and assists in the drafting process as needed. May also appear before Legislature and present Agency's position regarding particular legislation.	15	25	375
Reviews and otherwise assists in the preparation of FTB and CDTFA tax regulations or amendments to existing tax regulations.	15	25	375
Reviews and otherwise assist in the preparation of various FTB and CDTFA publications including, but not limited to, Business Taxes Law Guide; Annual Reports; Tax Information Bulletins; Tax Tip Pamphlets.	15	10	150
Track and review tax hearings, and provide monthly updates on sensitive hearing issues, regarding business or consumer tax appeal cases under the purview of OTA and BOE.	12	8	96
Researches state tax entity statutes and advises on the Chief Counsel, Agency Secretary, and Governor's Office on Tax Policies involving BOE, OTA, FTB, CDTFA, and EDD. This includes, but not limited to, making recommendations surrounding the efficient and effective collection of taxes and fees in the state and ways to streamline or consolidate organizational structures.	1	160	160
Review all Public Records Act requests of FTB and CDTFA for compliance with the law and ensure disclosure timelines are adhered to.	12	8	96
<b>Total Hours</b>			<b>1,952</b>
<b>PY Equivalent</b>			<b>1,800</b>
<b>PY's Requested</b>			<b>1.0</b>

<b>Chief Equity Officer</b>			
<b>Description of Tasks to be Performed</b>	<b>Total Number of Times Task is to be Completed Annually</b>	<b>Total Hours to Complete Task</b>	<b>Total Number of Annual Hours</b>
Work with and provide leadership, support, and guidance to other equity officers or coordinators within each state department or agency.	52	8	416
Provide overall management and direction of diversity programs within the State of California and review departmental equity and inclusion plans for compliance with equity and inclusion policies set by the state.	100	4	400
Design, and updated annually as needed, training initiatives on cultural competency, gender differences and other topics designed to increase awareness and support of equity and inclusion values, while maintaining compliance with applicable laws.	1	40	40
Develop, and updated annually as needed, in collaboration with CalHR organizational-wide training to promote cultural understanding and competency and a climate of equity and inclusion.	1	40	40
Provide guidelines for equity analysis of legislation to department's legislative teams and provide support with departmental analyses as requested.	52	4	208
Develop and coordinate diversity training manuals and materials.	12	4	48
Stay up-to-date on changing laws that impact diversity and inclusion.	12	4	48
Develop a means of measuring the effectiveness of diversity initiatives and update annually as appropriate.	1	40	40
Collaborate with Data & Analytics team to develop and monitor Key Performance Indicators.	12	8	96
Monitor progress toward DEI vision and achievement of DEI goals.	52	2	104
Partner with CalHR to ensure continuous learning and quality improvement regarding DEI metrics, and organizational culture and practice.	12	4	48
Collaborate with experts to evaluate practices, stay current on DEI research and best practices.	12	8	96
Create and promote diversity-oriented events, minority and protected class inclusion programs and cross-cultural workshops.	12	40	480
<b>Total Hours</b>			<b>2,064</b>
<b>PY Equivalent</b>			<b>1,800</b>
<b>PY's Requested</b>			<b>1.0</b>

<b>Office Technician</b>			
<b>Description of Tasks to be Performed</b>	<b>Total Number of Times Task is to be Completed Annually</b>	<b>Total Hours to Complete Task</b>	<b>Total Number of Annual Hours</b>
Prioritize, coordinate and arrange correspondence for management.	104	2	208
Prepare and review documents and reports for compliance with office procedures, format, grammatical construction and clerical errors.	104	2	208
Compose correspondence for signatures.	104	1	104
Schedule meetings and travel.	104	1	104
Monitor deadlines for reports and assure timely submission.	52	1	52
Establish and maintain administrative and confidential files.	52	2	104
Maintain appointment calendars for Chief Equity Officer	52	1	52
Maintain office equipment, subscriptions and supplies.	52	1	52
Screen visitors and telephone calls, and where appropriate, refer inquiries to Agency departments or other staff members.	52	1	52
Creates purchase orders in FI\$CAL.	104	1	104
Obtains quotes in line with the State Administrative Manual (SAM) and Contracts and Procurement regulations, policies and procedures	104	1	104
Submits and reviews FI\$CAL requisitions, process purchase requests in FI\$CAL and prepares the appropriate documents for the purchase of goods, services and equipment.	104	2	208
Ensures that purchases and contract requests are processed in a timely manner, are properly routed to the appropriate internal reviewers and approvers, and comply with State procurement and contracting policies and procedures and with current laws, regulations, executive orders, and best practices.	104	2	208
Reviews and processes invoices for payment to vendors; confirms receipt of orders.	156	2	312
Total Hours			1,872
PY Equivalent			1,800
PY's Requested			1.0

## Appendix B

## Proposed Trailer Bill Language

Add Government Code Section 12816

(a) Within the Government Operations Agency there shall be a Chief Equity Officer. The Chief Equity Officer shall be appointed by, and serve at the pleasure of, the Governor. The Chief Equity Officer shall report to the Undersecretary and Secretary of the Government Operations Agency.

# BCP Fiscal Detail Sheet

BCP Title: GovOps Workload BCP

BR Name: 0511-014-BCP-2021-GB

Budget Request Summary

## Personal Services

Personal Services	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
Positions - Permanent	0.0	4.0	4.0	4.0	4.0	4.0
<b>Total Positions</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
Salaries and Wages Earnings - Permanent	0	525	525	525	525	525
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>
Total Staff Benefits	0	262	262	262	262	262
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$787</b>	<b>\$787</b>	<b>\$787</b>	<b>\$787</b>	<b>\$787</b>

## Operating Expenses and Equipment

Operating Expenses and Equipment	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
5340 - Consulting and Professional Services - External	0	175	175	175	175	175
539X - Other	0	49	49	49	49	49
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$224</b>	<b>\$224</b>	<b>\$224</b>	<b>\$224</b>	<b>\$224</b>

## Total Budget Request

Total Budget Request	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>

## Fund Summary

### Fund Source

Fund Source	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
State Operations - 0001 - General Fund	0	649	649	649	649	649
0995 - Reimbursements	0	362	362	362	362	362

Fund Source	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>

## Program Summary

### Program Funding

Program Funding	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
0250 - Administration of Government Operations Agency	0	1,011	1,011	1,011	1,011	1,011
<b>Total All Programs</b>	<b>\$0</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>	<b>\$1,011</b>

## Personal Services Details

### Positions

Positions	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
1139 - Office Techn (Typing) (Eff. 07-01-2021)	0.0	1.0	1.0	1.0	1.0	1.0
5377 - Special Asst to the Director (Eff. 07-01-2021)	0.0	1.0	1.0	1.0	1.0	1.0
5780 - Atty IV (Eff. 07-01-2021)	0.0	1.0	1.0	1.0	1.0	1.0
9983 - Deputy Secty (Eff. 07-01-2021)	0.0	1.0	1.0	1.0	1.0	1.0
<b>Total Positions</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

### Salaries and Wages

Salaries and Wages	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
1139 - Office Techn (Typing) (Eff. 07-01-2021)	0	47	47	47	47	47
5377 - Special Asst to the Director (Eff. 07-01-2021)	0	165	165	165	165	165
5780 - Atty IV (Eff. 07-01-2021)	0	161	161	161	161	161
9983 - Deputy Secty (Eff. 07-01-2021)	0	152	152	152	152	152
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>

### Staff Benefits

Staff Benefits	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
5150350 - Health Insurance	0	69	69	69	69	69
5150450 - Medicare Taxation	0	8	8	8	8	8
5150500 - OASDI	0	30	30	30	30	30
5150600 - Retirement - General	0	155	155	155	155	155
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$262</b>	<b>\$262</b>	<b>\$262</b>	<b>\$262</b>	<b>\$262</b>

### Total Personal Services

Total Personal Services	FY21 Current Year	FY21 Budget Year	FY21 BY+1	FY21 BY+2	FY21 BY+3	FY21 BY+4
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$787</b>	<b>\$787</b>	<b>\$787</b>	<b>\$787</b>	<b>\$787</b>