

Classification Title: CEA C	Division/ Branch/Bureau: Executive Office
Working Title: Deputy Executive Director	Office/Unit/Section/Geographic Location: Sacramento
Position Number (13 Digit) / CBID: 411-100-7500-001/M01	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

Core Values/Mission: The California Privacy Protection Agency (CPPA)'s mission is to protect Californians' consumer privacy. The CPPA implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) preparing for meaningful administrative enforcement of those rights.

Position Concept: Under the general direction of the Executive Director (ED), the Deputy Executive Director (DED) serves as the Chief Deputy Director and supports the Executive Director in the overall management and operations of CPPA. As the lead member of the Executive staff, the DED provides policy advice and consultation to the Executive Director on a wide variety of regulatory, policy, and operational issues. The DED is responsible for ensuring the Agency's mission, goals and objectives are accomplished by interpreting and developing broad policy direction of the Executive Director and adapting policies into strategies and operational procedures to be implemented by Agency management.

SPECIAL REQUIREMENTS: This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

40% Serves as the Chief Deputy Director of the organization, setting the agency's day-to-day policies, and providing oversight and direction to CEA-level executives and programs. Coordinates executive committee meetings and cross-division projects. Guides and directs the strategic plan and related key performance indicators. Leads establishment of new functions including budget approval, hiring key leaders, and tracking progress.

25% Responsible for ensuring the Agency's mission, and the ED's goals and objectives are accomplished by interpreting and developing broad policy and adapting policies into strategies and operational procedures to be implemented by management. Provides advice and consultation to the ED on a wide variety of issues including agency policies, operational, and budgetary matters. Provides direction and oversight of facilities,

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

procurement, technology, and human resources policy and implementation. In consultation with the ED, responsible the implementation, management, and oversight for agency-wide policies and programs, including fiscal, policies, budget, human resources, public affairs, procurement, facilities, information technology, enforcement, and grant programs. The DED guides decision making; manages performance; and consults/advises CPPA executives on successful execution of their programs.

20% Reviews and approves the development of the Agency's annual budget and related materials, including seeking funding augmentations or reallocating resources when warranted. Facilitates development of budget proposals; supports efforts to ensure enactment of the budget proposals by the Legislature; responds to questions; and represents the Agency before the Legislature, in public and non-public settings, with respect to budget matters. Suggests, reviews, and approves budget-related and operational legislative concepts, bill analyses, and legislative fiscal analyses. Reviews and approves communications materials and tactics, as needed.

10% Oversees development and maintenance of cooperative relationships with other regulatory agencies, the Legislature, the press, representatives of the industry and the public. Serves as the point person representing CPPA to executives across government, including control agencies such as Department of Finance, the California Department of Technology, State Controller's Office, and other key partners. Serves as the Executive Director's designee to cross-government committees and workgroups. Under delegated authority from the Executive Director, signs off on Agency's submissions to other state agencies for compliance purposes.

5% Performs other related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel required.
- Monday - Friday workweek with work outside of normal business hours, as needed.
- Daily and frequent use of personal computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.
- The position is part of a distributed team that is currently 100% telework but may evolve to require reporting into a physical office as needed.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Classification Title: CEA C	Division/ Branch/Bureau: Executive Office
Working Title: Deputy Executive Director	Office/Unit/Section/Geographic Location: Los Angeles
Position Number (13 Digit) / CBID: 411-100-7500-001/M01	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Employee Name:	Effective Date:

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Working Title: Deputy Executive Director	Office/Unit/Section/Geographic Location: San Francisco
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Employee Name:	Effective Date:

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