



**California Labor and Workforce Development Agency
Deputy Secretary of Fiscal Policy and Administration
Position Statement
397-100-7500-003**

Under the administrative direction of the Secretary and Undersecretary, Labor and Workforce Development Agency (Agency), the Deputy Secretary of Fiscal Policy and Administration plans, develops, organizes, and directs all fiscal and administrative policies for the Agency. Special attention will be placed on developing fiscal policies and procedures to ensure that available resources are directed to reflect the Agency's priorities and policies. The incumbent participates in the development, evaluation, and implementation of Agency-level fiscal and administrative policies, serves as a key member of the Agency Secretary's executive staff, and may perform other related duties as required.

The Deputy Secretary of Fiscal Policy and Administration has responsibility over all fiscal, administrative, and organizational policies in the Labor and Workforce Development Agency and its reporting departments including the Employment Development Department (EDD), the Department of Industrial Relations (DIR), the Agricultural Labor Relations Board (ALRB), the California Unemployment Insurance Appeals Board (CUIAB), the Employment Training Panel (ETP), the California Workforce Development Board (CWDB), and the Public Employment Relations Board (PERB).

The Deputy Secretary is responsible for:

45% Policy development, oversight and strategic leadership.

- Developing, evaluating and implementing Agency-level fiscal and administrative policies ensuring adherence with state and federal law and policies.
- Providing policy direction to the Agency's departments.
- Representing the Agency and its departments with the Department of Finance, Department of Human Resources, State Personnel Board, Legislative Analyst's Office, and the State Controller's Office.
- Serving as the primary advisor to the Secretary and executive staff on new program development, implementation, and legislative testimony.

30% Departmental Oversight and Coordination.

- Ensuring the fiscal and administrative integrity of the Agency's departments.
- Reviewing and approving departmental budget change proposals, project approval lifecycle documents, legislative reports, audits, proposed regulations, budget reduction plans, out of state travel, grant allocations, and contracts.
- Analyzing organizational structures for efficiency and compliance adherence.
- Addressing programmatic and fiscal issues in major programs such as the Unemployment Insurance, Disability Insurance, and Workers' Compensation programs, as well as workplace health and safety, labor law enforcement, workforce development, and tax collection.

15% Internal Agency Administration.

- Supervising a small team of managers and analysts.
- Overseeing all aspects of internal administrative functions including: budgeting, accounting, human resources, procurement, contracts, business services, and facilities planning.

10% Engagement and Representation.

- Acting as primary advisor to the Secretary and executive staff.
- Representing Agency interests before the Legislature and external stakeholders, including testifying before the Legislature on budgetary and operational matters.
- Represents the Agency Secretary on executive advisory boards and steering committees.