Classification Title CEA, A	**Agency** Government Operations Agency
Working Title Deputy Director	**Office/Unit/Section** California Education Interagency Council (CEIC)
Position Number 337-102-7500-001	**Effective Date**
Name	**Date Prepared** 2/10/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. The Agency oversees the following departments, boards, and offices: California Department of Human Resources (CalHR), Public Employees' Retirement System (CalPERS), State Teachers' Retirement System (CalSTRS), Victim Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax and Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI$Cal, Office of Administrative Law (OAL), Office of Data and Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), the California Education Interagency Council (CEIC), and the Office of Civil Rights (OCR).

Under the direction of the Executive Officer of the California Education Interagency Council (CEIC), the Deputy Director (CEA, A) serves as the Council's senior policy architect, responsible for developing statewide policy options, preparing evidence-based recommendations, and implementing Executive Officer–approved strategies that improve alignment between California's education and workforce systems. CEIC, established January 1, 2026, is tasked with identifying and resolving longstanding misalignments between TK–12, higher education, workforce development, and industry so learners are better prepared for the evolving economy.

The Deputy Director leads statewide policy development, cross-sector analytical work, multi-agency collaboration, and implementation of Executive Officer–approved policy frameworks. CEIC's governance includes top education and workforce executives—including the State Superintendent of Public Instruction, the UC President, the CSU Chancellor, and the CCC Chancellor—requiring the Deputy Director to prepare strategic materials, statewide policy options, and analytical frameworks that support engagement at the highest levels of leadership. The Deputy Director does not supervise staff but provides statewide policy leadership that advances CEIC's role as the coordinating body envisioned in the Master Plan for Career Education and Executive Order N-11-23.

Job Functions

35% (E) Statewide Policy Development & Strategic Options Analysis
Develops comprehensive statewide policy options addressing systemic misalignments across TK–12, higher education, workforce development, and regional economic sectors. Conducts advanced analysis of labor-market trends, education pipeline gaps, credential demand, regional workforce needs, and emerging skill requirements. Designs statewide policy frameworks related to degree-authorization boundaries, admissions and readiness criteria, dual enrollment and transfer pathway improvements, adult education and upskilling strategies, competency-based learning models, and program expansion aligned with workforce demand. Produces structured, evidence-based statewide recommendations for Executive Officer review and Council-level consideration.

25% (E) Implementation of Executive Officer–Approved Policy Frameworks
Implements statewide policy frameworks approved by the Executive Officer by developing operational guidance, statewide standards, implementation tools, and coordinated workplans. Leads intersegmental execution across TK–12, UC, CSU, CCC, workforce agencies, and industry partners. Identifies statewide implementation barriers, proposes solutions, and ensures coherent, consistent adoption of CEIC priorities—such as regional alignment strategies, data-driven program expansion models, and statewide approaches to readiness and admissions coherence.

15% (E) Funding Alignment & Resource Coordination Policy
Evaluates federal, state, and regional funding streams—including WIOA, Perkins, Adult Education Block Grants, workforce training grants, and K–16 collaborative investments—to develop statewide policy options improving resource coordination and reducing duplication. Designs statewide incentive-alignment strategies, identifies conflicting or inefficient funding requirements, prepares braided-funding models, and recommends investments necessary to expand programs tied to documented workforce needs. Ensures funding alignment supports CEIC's cross-sector strategies and statewide planning recommendations.

10% (E) Statewide Data Governance, Evidence Standards & Forecasting
Designs CEIC's data-governance and statewide analytical standards, including labor supply/demand forecasting methods, equity measures, program effectiveness indicators, and cross-segment data-sharing expectations. Works directly with the Cradle-to-Career Data System, workforce researchers, and higher-education partners to produce statewide evidence frameworks used for CEIC's legislative reporting, long-term system planning, readiness analyses, and program-alignment recommendations.

10% (E) Interagency Policy Coordination & Working Group Leadership
Leads CEIC's interagency policy coordination efforts across education systems, workforce agencies, regional collaboratives, and industry partners. Facilitates Bagley-Keene and non-Bagley-Keene meetings, statewide stakeholder engagement sessions, and system-level negotiation on topics such as admissions, degree authority, regional capacity planning, and statewide program expansion. Synthesizes input from diverse partners, identifies statewide alignment barriers, and develops comprehensive statewide policy proposals for Executive Officer review.

5% (E) Executive Preparation & Strategic Counsel
Prepares high-level policy briefs, legislative analyses, cross-system impact assessments, statewide data summaries, and strategic decision-support materials for Executive Officer engagement with Council members, legislators, Cabinet officials, and external partners. Provides strategic policy counsel and may represent CEIC in technical or director-level meetings when delegated by the Executive Officer.

Significant Interactions With
CEIC Council members; GovOps leadership; Governor's Office; legislative policy and fiscal staff; UC, CSU, CCC, and CDE executives; workforce boards; regional collaboratives; Cradle-to-Career Data System; industry and labor partners; and other statewide education and workforce agencies.

Supervision Received
Reports directly to the Executive Officer, Office of the California Education Interagency Council.

Supervision Exercised
None. This position does not supervise staff.

Required Skills and Working Conditions
Requires exceptional policy analysis, systems thinking, intersegmental coordination, diplomacy, strategic planning, data interpretation, and analytical writing skills. Must operate standard office technology and function effectively in a politically sensitive, fast-paced, cross-sector policy environment.

Attendance
Must maintain regular and acceptable attendance and be available to meet statewide business needs, statutory deadlines, and policy development timelines.

Other Information
The duties of this position are predominantly performed indoors. The employee's permanent work location, to be located at either 1304 O Street, Suite 300, Sacramento, CA 95814 or in Oakland, CA, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

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 Personnel analyst.)
Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Printed Name**	**Date**

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	**Supervisor Printed Name**	**Date**

Signatures and Acknowledgements
This section outlines the requirements for signatures and printed names related to the acknowledgement of duties and responsibilities for both supervisors and employees. The tables provided below are intended for official use, ensuring that all parties have appropriately reviewed and agreed to the stated obligations.
Supervisor Acknowledgement

Supervisor Signature	**Supervisor Printed Name**	**Date**

Employee Acknowledgement

Employee Signature	**Employee Printed Name**	**Date**