

# CEA LEVEL GUIDELINES

(1)  **Revising a current CEA level.** Current level: \_\_\_\_\_ Dept. size: \_\_\_\_\_ Current Org. level \_\_\_\_\_.  
 Complete the chart below indicating the size of the department, organizational level, and role of CEA. If the requested level does not agree with the typical guidelines below, complete sections A, B, C, and D.

(2)  **Establishing the level for a new CEA.** Complete the chart below indicating the size of the department, organizational level and role of CEA. Complete sections A, B, C, D, and E.

Size of Department (# of PYs)	Level A	Level B	Level C	Position Paid Above Level – CalHR Approval Required	<i>Excluded*</i>
<input type="checkbox"/> Small (up to 800)	<input type="checkbox"/> 2 <sup>nd</sup> org level or <input type="checkbox"/> 3 <sup>rd</sup> org level	<input type="checkbox"/> 2 <sup>nd</sup> org level	<input type="checkbox"/> 1 <sup>st</sup> org level	<input type="checkbox"/> Attorney <input type="checkbox"/> Engineer <input type="checkbox"/> Physician <input type="checkbox"/> _____ _____%	1 <sup>st</sup> org level (AAS, DIR)
	<input type="checkbox"/> SPEC <input type="checkbox"/> SA <input type="checkbox"/> PRJ <input type="checkbox"/> PMR <input type="checkbox"/> DBC <input type="checkbox"/> DDR <input type="checkbox"/> ASSIST	<input type="checkbox"/> DDR <input type="checkbox"/> CDD	<input type="checkbox"/> DIR <input type="checkbox"/> CDD		
<input type="checkbox"/> Medium (801 – 8,000)	<input type="checkbox"/> 3 <sup>rd</sup> org level or <input type="checkbox"/> 4 <sup>th</sup> org level	<input type="checkbox"/> 2 <sup>nd</sup> org level or <input type="checkbox"/> 3 <sup>rd</sup> org level	<input type="checkbox"/> 1 <sup>st</sup> org level	<input type="checkbox"/> Attorney <input type="checkbox"/> Engineer <input type="checkbox"/> Physician <input type="checkbox"/> _____ _____%	1 <sup>st</sup> org level (AAS, DIR)
	<input type="checkbox"/> SPEC <input type="checkbox"/> SA <input type="checkbox"/> PRJ <input type="checkbox"/> PMR <input type="checkbox"/> ASSIST <input type="checkbox"/> DBC	<input type="checkbox"/> DDR	<input type="checkbox"/> CDD		
<input type="checkbox"/> Large (8,000 – 17,000)	<input type="checkbox"/> 4 <sup>th</sup> org level	<input type="checkbox"/> 3 <sup>rd</sup> org level	<input type="checkbox"/> 2 <sup>nd</sup> org level	<input type="checkbox"/> Attorney <input type="checkbox"/> Engineer <input type="checkbox"/> Physician <input type="checkbox"/> _____ _____%	1 <sup>st</sup> org level (AAS, DIR, CDD)
	<input type="checkbox"/> SPEC <input type="checkbox"/> SA <input type="checkbox"/> PRJ <input type="checkbox"/> PMR <input type="checkbox"/> ASSIST	<input type="checkbox"/> DBC	<input type="checkbox"/> DDR		
<input type="checkbox"/> Mega (17,001+)	<input type="checkbox"/> 5 <sup>th</sup> org level	<input type="checkbox"/> 4 <sup>th</sup> org level	<input type="checkbox"/> 3 <sup>rd</sup> org level	<input type="checkbox"/> Attorney <input type="checkbox"/> Engineer <input type="checkbox"/> Physician <input type="checkbox"/> _____ _____%	1 <sup>st</sup> & 2 <sup>nd</sup> org level (AAS, DIR, CDD)
	<input type="checkbox"/> SPEC <input type="checkbox"/> SA <input type="checkbox"/> PRJ <input type="checkbox"/> PMR <input type="checkbox"/> ASSIST	<input type="checkbox"/> DBC	<input type="checkbox"/> DDR		

*\*Excluded – In rare cases when a CEA is used in lieu of an Exempt Appointee.*

<b>Current Level:</b> _____ (For existing CEAs only)	<b>New Level:</b> _____
<b>Position No. :</b> _____	<b>Prepared by:</b> _____
<b>Signature of Personnel Officer:</b> _____	<b>Date:</b> _____

**A) Justification for determining level:**

**B) Describe the CEA's relationship to the department's mission:**

**C) Describe the CEA's interaction with the Executive Management team:**

**D) Describe the department's organization levels (attach organizational chart):**

**E) – (if necessary, attach additional sheets and any other information for justifying CEA level.)**

<input type="checkbox"/> Low  <input type="checkbox"/> Standard  <input type="checkbox"/> High	<p><b>Scope/Responsibility:</b> (statewide impact, department’s reporting relationship, interface with other governmental jurisdictions, impact on the general public, dollar value or budget size) <i>Describe:</i></p>
<input type="checkbox"/> Low  <input type="checkbox"/> Standard  <input type="checkbox"/> High	<p><b>Sensitivity:</b> (media interest, legislative interest, public interest/perception, court/regulatory interest, Governor’s Office interest, special interest groups, other governmental jurisdictional interest, confidential/sensitive information) <i>Describe:</i></p>
<input type="checkbox"/> Low  <input type="checkbox"/> Standard  <input type="checkbox"/> High	<p><b>Complexity:</b> (multiple funding sources, reporting requirements, technical program, new/unique program, legally mandated program) <i>Describe:</i></p>
<input type="checkbox"/> Low  <input type="checkbox"/> Standard  <input type="checkbox"/> High	<p><b>Consequence of Error:</b> (discredit to the department, loss of dollars, impact to the public, public health &amp; safety, violation of law or court or other regulatory requirements) <i>Describe:</i></p>
<input type="checkbox"/> Low  <input type="checkbox"/> Standard  <input type="checkbox"/> High	<p><b>Professional Level Staff:</b> (Position has majority of subordinate staff designated at the professional level or a large number of subordinate staff.) <i>Describe the classifications and staffing numbers:</i></p>

<input type="checkbox"/> Low <input type="checkbox"/> Standard <input type="checkbox"/> High	<p><b>Describe the CEA's interaction with the Executive Management Team and their policy making role:</b> (statewide impact, department-wide impact, department's reporting relationship, act on behalf of the directorate, testify at Legislature, presentation to Cabinet, interface with other governmental jurisdictions) <i>Describe:</i></p>
<input type="checkbox"/> Low <input type="checkbox"/> Standard <input type="checkbox"/> High	<p><b>Describe the role/relationship the CEA has with the Department's Strategic Plan:</b> (level of involvement with the department's core business functions, relationship and level of involvement with the department's goals, degree the CEA is involved in determining how these goals are reached, i.e., strategies, objectives, responsibilities, timelines, resources needed, etc.) <i>Describe:</i></p>

## DEFINITIONS OF ROLES

**AAS = Assistant Agency Secretary:** Responsible for a single or multiple program crossing departmental lines.

**DIR = Director/Executive Director:** By definition or constitutional authority, the Director is the Chief Executive Officer of a department. This is the highest organizational level with responsibility for all aspects of an organization or in a mega department over significant arms of the organization.

**CDD = Chief Deputy Director:** Reporting to the Director, the position is at the first organizational level and like the Director is also at the highest organizational level. Positions are responsible for the administrative functions of a department and serves as the Director in his/her absence.

**DDR = Deputy/Division Director:** Typically responsible for one or more programmatic divisions. Positions are typically at the second organizational level. Most departments consider these positions to be at a high organizational level.

**ASSIST = Assistant Deputy Director/Assistant Division Chief/Assistant Branch Chief:** Performs as an assistant to the Deputy Director, Division Chief or Branch Chief of a large program with subordinate managers. The primary function of the position is to assist with policy-making decisions, as well as, serve in the absence of the Director or Chief and/or to assist with ensuring proper oversight and administration of the program. Positions are considered mid-organizational level and are typically at the 3<sup>rd</sup> organizational level.

**DBC = Division/Branch Chief:** Responsibility consists of all aspects of a specific program. Positions are considered mid-organizational level and are typically at the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> organizational level. The size of the department, number of divisions in the department, and staff size are all factors considered in determining the appropriate level for this position.

**PMR = Program Manager:** Usually responsible for a specific program area within a division or branch. Has full management and supervisory responsibility. Administers the program through one or more subordinate supervisors. Allocations are considered to be at the lowest organizational level and typically are at the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> organizational level depending on department size.

**PRJ = Project Manager:** Positions assigned responsibility over a multi-million dollar project which strongly influences the development of policy pertaining to the mission of the department. Positions may be considered at the lowest or mid-organizational level and typically are at the 3<sup>rd</sup> organizational level but may be at the 2<sup>nd</sup> level for extremely large, complex and/or sensitive projects. Positions serve as the head of the project with responsibility for the overall completion of the project. The project must have a direct impact on accomplishing the mission of the department, health, safety, welfare, and/or other vital interests of the public and/or other primary customers. The project has strong media and legislative interest and is of such complexity that few persons in state service possess the capacity to accomplish the project successfully. The failure of the project could result in loss of life, loss of millions of dollars, negative media coverage, loss of faith by the public, litigation or civil or criminal investigations.

**SPEC = High Level Staff Specialist:** Positions should only be established at Level A.\* A high level staff specialist with program responsibility impacting the entire department which reports to the Directorate.

**SA = Special Advisor:** Positions should only be established at Level A.\* Positions are responsible for rendering broad management advice that significantly impacts a wide spectrum of departmental policies. Consider the extent to which the concentration of policy responsibility may weaken the policy-influencing role of line positions in the same program or department. Positions typically serve as special advisers to Boards or Commissions.

***\*Establishing positions at a higher level requires CalHR approval.***