



BRIEFING: DECEMBER 5, 2013, BOARD MEETING AGENDA ITEM #4

TO: Chairman Richard and Board Members

FROM: Wendy Boykins, Chief Administrative Officer

DATE: December 5, 2013

RE: Authority Staffing Report

Background

This staff update report is meant to outline the Authority's tremendous growth over the last year as well as outline the Authority's efforts to develop a diverse staff with unique expertise.

Under provisions of Senate Bill 1029, Chapter 152, Statutes of 2012, the Authority must report to the Legislature on its Staff and Organizational Structure. Pursuant to this statute, the Authority submitted a Staff Management Report to the Legislature in October 2012. The Authority is currently in the process of updating this report in advance of issuing the Request for Proposals for Design-Build Services on Construction Package 2/3.

Discussion

The Legislature and Administration have authorized 175 State Civil Service positions at the Authority, of which 94 positions are currently filled and 81 positions are vacant. The Authority has made significant advances over the last year to increase in-house staffing and expertise necessary to make timely, informed decisions that will advance the program. The early focus of these hiring efforts has been in the areas of financial management and project delivery. However, the Authority's lean, flexible organizational model will allow for scale downs in certain areas and ramp ups in others as the project progresses and needs change.

In addition to bulking up the overall staff levels of the organization, there have been several key hires to the Authority Executive Management Team. Staff is pleased to report that all of these executive positions are currently filled. Aside from the Chief Executive Officer, the Executive Management Team includes:

- *Chief Deputy Director*
- *Chief Counsel*
- *Chief Program Manager*
- *Chief Administrative Officer*
- *Chief Financial Officer*
- *Risk Manager*
- *Chief of External Affairs*
- *Northern California Regional Director*

- *Central California Regional Director*
- *Southern California Regional Director*

The Executive Management Team is composed of 7 men and 4 women. In addition to gender diversity, the Executive Management Team also represents the ethnic diversity of California.

Government Code sections 19790 et seq requires each State agency and department to have an effective equal employment opportunity program. “Equal employment opportunity” means ensuring nondiscrimination and providing equal access to state jobs, work assignments, training, and other employment-related opportunities for all qualified job applicants and employees.

The Authority embraces Equal Opportunity as reflected in the Equal Opportunity Policy Statement POLI-HR-14, signed by Chief Executive Officer Jeff Morales and issued to all employees on July 31, 2012. The Authority’s Equal Opportunity Officer is Wendy Boykins, Chief Administrative Officer.

The Authority’s civil service workforce is also representative of the diversity of California. The current gender breakdown of Authority staff is 43.7% female and 56.3% male. The ethnic breakdown of the civil service workforce is as follows:

Asian 12.6%	Black 11.7%
Filipino 4.9%	Hispanic 11.7%
Pacific Islander 1.9%	White 52.4%

The Authority is currently recruiting to fill the 81 vacant State Civil Service positions. The classifications include Executive Management, Engineering, Middle Management, and Rank and File staff. The Authority’s recruitment efforts include:

- CalHR Jobs website
- Internal email notifications to existing employees for open recruitment and promotional opportunity.
- Magazine
- Flyers at business outreach events

This growth in staff has necessitated the procurement of expanded office space, which the Authority has worked with the help of the Department of General Services to acquire.

Government Partner Support

The staffing and organizational structure is further mitigated through the engagement of supplement government resources from partners such as:

- California Department of Transportation (Caltrans)
- California Department of General Services
- California Department of Finance
- California Technology Agency
- California Human Resources Department
- California Department of Justice
- Other Regional Governments

Recommendation

This is an informational item only; staff does not recommend that the Board take any action at this time. The Authority recognizes the interest of this report to the Board of Directors and the public at large. The Authority will provide annual Staffing and Organizational updates, or more frequent as requested by the Board of Directors.

Attachments

N/A