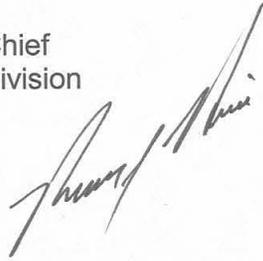


Memorandum

To: Gary Evans, Acting Chief
Board Proceedings Division

Date: April 13, 2007

From: Ramon J. Hirsig
Executive Director



Subject: **Item P - Board of Equalization Reorganization and CEA Upgrade**

Please include the following items on the April 25, 2007, Agenda under the Administrative Session "Other Administrative Matters" item:

- **Technology Services Division**

This proposal reallocates the Chief Information Officer CEA 3 to a CEA 4 level and seeks approval to allocate a Chief Technology Officer position at the CEA 3 level.

- **External Affairs Department**

This proposal requests approval to create an External Affairs Department.

- **Board Proceedings Division**

This proposal is a realignment of the Division to the Executive Director and requests to recruit for the Chief, Board Proceedings Division at the CEA 1 level.

If you have any questions or would like to discuss any of these proposals further, please contact me at (916) 327-4975 or Karen Johnson at (916) 445-4272.

RJH:KJ:rr

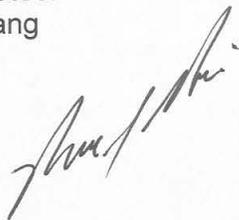
cc: Ms. Karen Johnson

Memorandum

To: Honorable Betty T. Yee, Chairwoman
Honorable Judy Chu, Ph.D., Vice-Chair
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang

Date: April 13, 2007

From: Ramon J. Hirsig
Executive Director



Subject: **Item P - Board of Equalization Reorganization and CEA Upgrade**

This memorandum outlines proposed organizational changes of several Divisions/Departments within the Board of Equalization (BOE). With these reorganizations, the BOE will enhance activities in the areas of strategic policies and partnerships, forecasting the future, developing strategies, pushing into new areas to be most innovative and responsive, leading the challenge in achieving BOE's objectives, advocating change or re-engineering and promoting cross functional connectivity.

Technology Services Division (Attachment 1)

This proposal seeks to reallocate the Chief Information Officer (CIO) position to a CEA level 4 in the Technology Services Division (TSD). The CIO will be responsible for the policy development of a strategic IT direction. Also, the CIO will develop an implementation plan that addresses service offerings, infrastructure, and systems that will support the business vision and priorities of BOE. In addition, this proposal establishes a CEA level 3 position as the Chief Technology Officer (CTO) who will be responsible for the day to day operating components for the Division.

- This reorganization creates an inherent split role with the CIO and the CTO that will allow the CIO to focus on the long range strategic aspects while the CTO can focus on the administration functions.
- The proposal allows the BOE to plan for and increase the level and quality for the on-demand services for taxpayers and stakeholders.
- The BOE will have a conceptual model that is aligned with models found in the financial industry.
- This reorganization addresses known deficiencies and risks within the current environment.
- The reorganization establishes new approaches to IT governance, processes and systems in order to establish a foundation for the BOE's service delivery mechanisms of tomorrow, and well into the future.

The proposed changes to the CEA level require approval from the Department of Personnel Administration and the State Personnel Board.

External Affairs Department (Attachment 2)

This proposal requests approval to create an External Affairs Department.

- The proposed Department consolidates the existing Communication Office, and Customer and Taxpayer Services Division into one Department, to realign closely related functions, streamline processes and increase efficiency.
- The level of an existing CEA position will be increased to that of Deputy Director CEA 3 to lead this Department.

Board Proceedings Division (Attachment 3)

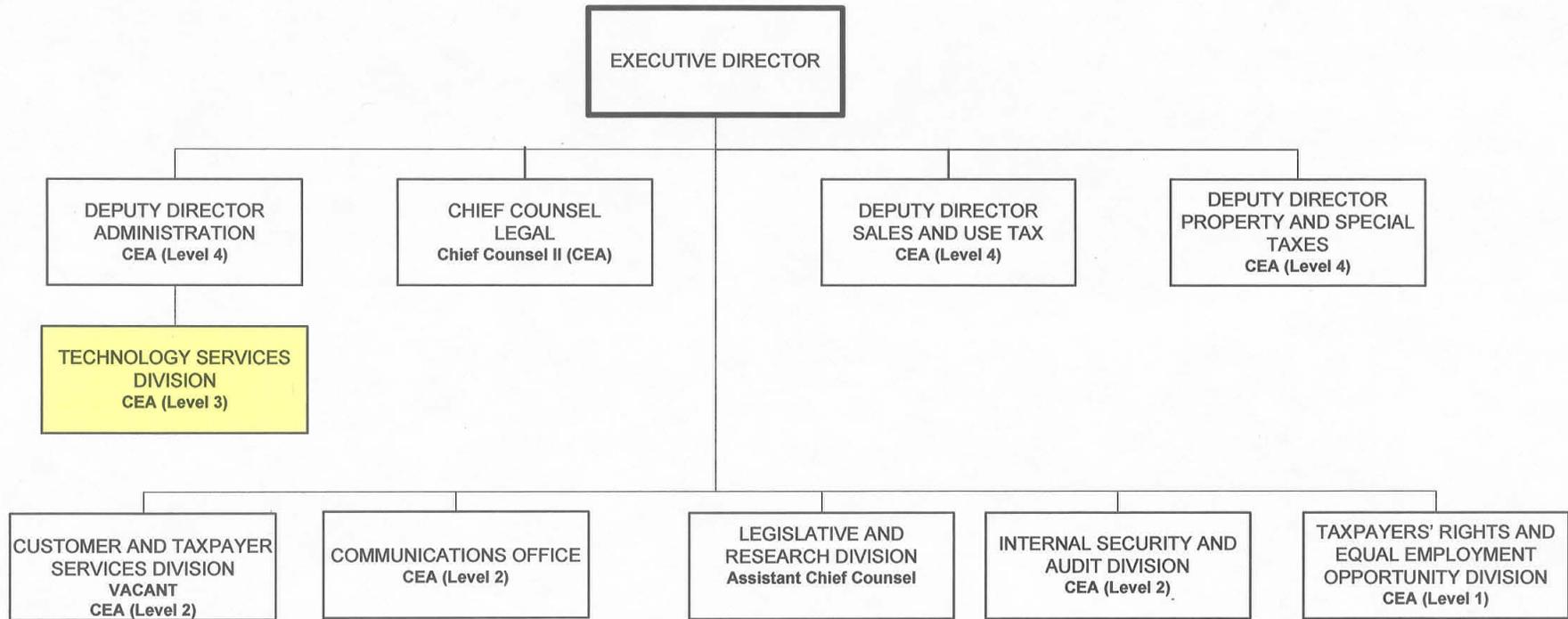
The current CEA level 1 position in the Board Proceedings Division is vacant. The position must be filled in order to promote and increase efficiency and communication to Board members, other departments, program administrators, as well as state and local agencies.

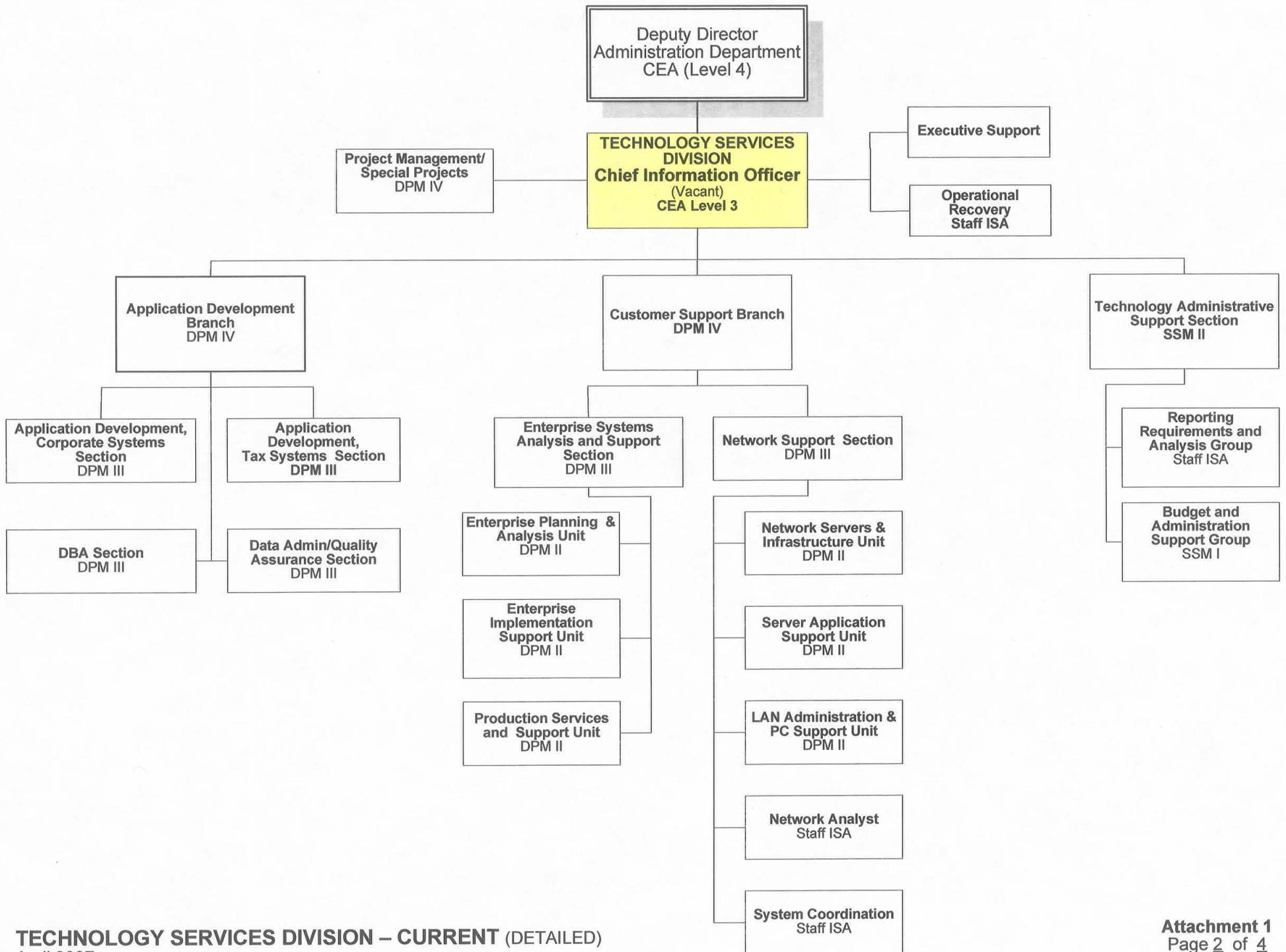
- The CEA 1 will report to the Executive Director. This Shift will occur upon the hiring of a new Chief.
- Board approval is requested to recruit for the CEA 1 exam.

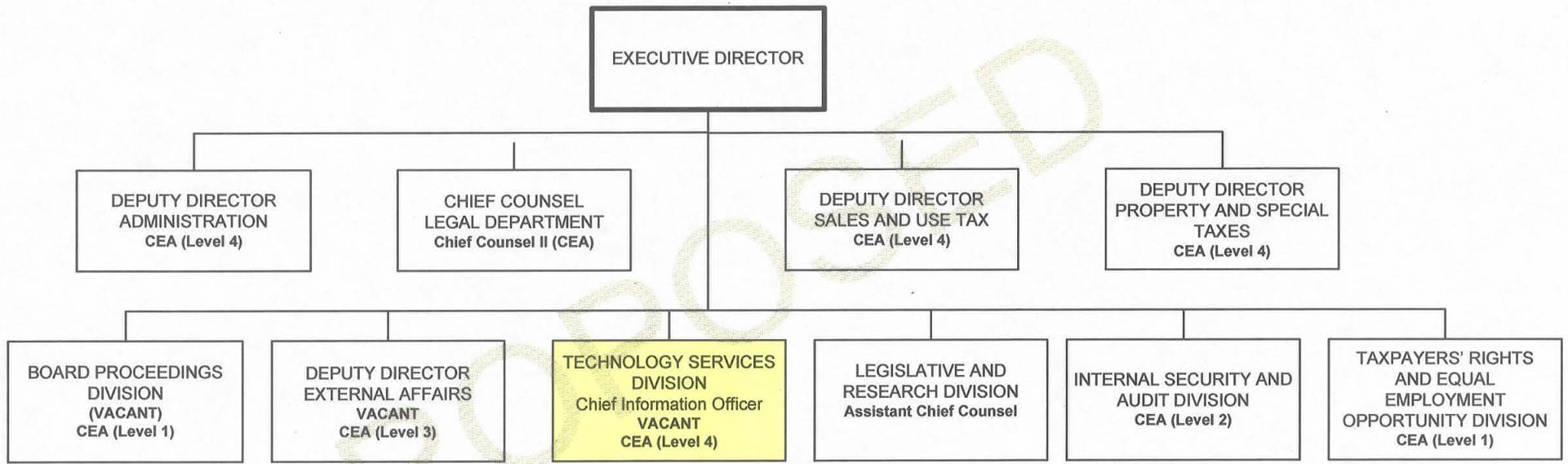
Your favorable consideration of these requests are appreciated.

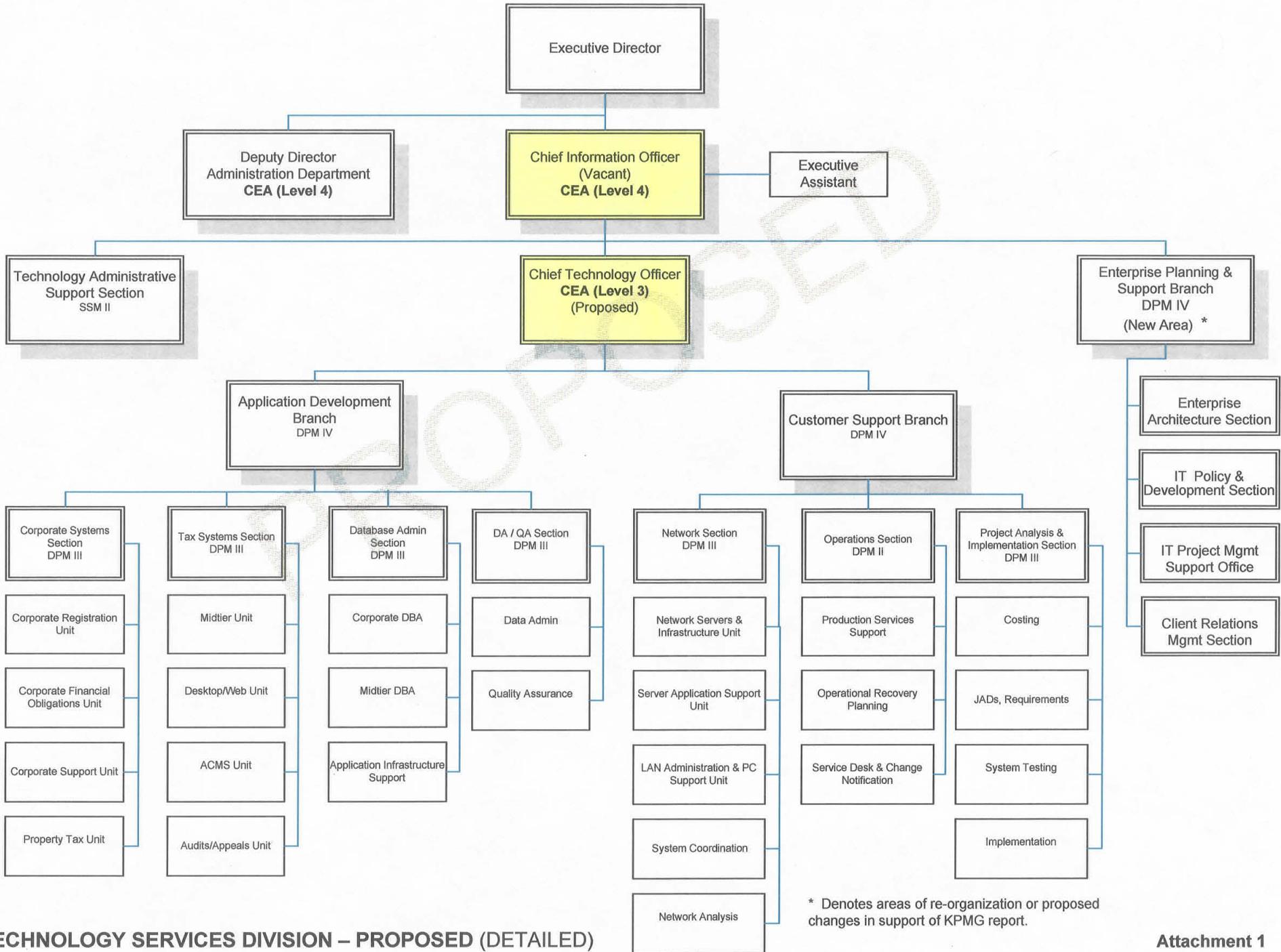
RJH:rr

cc: Mr. Alan LoFaso
Mr. Mark Ibele
Mr. Steve Shea
Ms. Barbara Alby
Mr. Erik Caldwell
Ms. Marcy Jo Mandel
Ms. Karen Johnson
Ms. Lisa Fien









* Denotes areas of re-organization or proposed changes in support of KPMG report.

