



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES



# **Seismic Safety Commission Meeting Materials**

**December 12, 2024**



# ALFRED E. ALQUIST SEISMIC SAFETY COMMISSION MEETING

**December 12, 2024**  
10:00 am – 11:00 am PST

**In Person Location:**  
10390 Peter A. McCuen Blvd.  
Mather, CA 95655  
Building D: California Room

**Virtual Information:**

<https://us02web.zoom.us/j/89162672830?pwd=SRVatIPh1R5O3sdEVAyGBwK0P65Eou.1>

Webinar ID: 891 6267 2830

**Dial (Toll-free):**  
(888) 788-0099

<b>24-Hour Virtual Attendance Notification</b>	
<b>Chair David Rabbitt</b>	Virtual
<b>Vice Chair Debra Garnes</b>	Virtual
<b>Commissioner Stoyan Bumbalov</b>	Virtual
<b>Representative Diane Gould</b>	Virtual
<b>Commissioner Alegria De La Cruz</b>	Virtual
<b>Commissioner Kevin McGowan</b>	Virtual
<b>Representative Astighik Hakobyan</b>	Virtual
<b>Commissioner Vincent Wells</b>	Virtual

For more information please contact:  
**Tanya Black 916-224-8819** or [Tanya.Black@CalOES.ca.gov](mailto:Tanya.Black@CalOES.ca.gov).



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<b>MEETING AGENDA</b>	<b>TIME EST.*</b>	<b>ACTION</b>
1. Call to Order and Roll Call	5 mins.	Roll Call
2. Public Comment: Items on Agenda	10 mins.	Discussion
3. Executive Director Hiring Process - Annde Ewertsen, Executive Director, SSC	15 mins.	Discussion & Action
4. Executive Director Duty Statement - Annde Ewertsen, Executive Director, SSC	15 mins.	Discussion & Action
5. Public Comment: Items not on Agenda	10 mins.	Discussion
6. Adjourn	5 mins.	Adjourn

**\*AGENDA SCHEDULE:** The timing and order of the topics listed on the agenda are subject to change and will depend on the duration and discussion of the presentations and/or speaker's availability.

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**STATEMENTS FROM THE PUBLIC:** The public will be allowed to address the Seismic Safety Commission during Item 2 on any item on the agenda and Item 5 on any item not on the agenda. Questions posed to the Seismic Safety Commissioners may be answered after the meeting or during a future meeting. Dialog or extended discussion between the public and the Seismic Safety Commissioners or staff may be limited per the Bagley-Keene Open Meeting Act. Public comments will typically be limited to two (2) minutes per speaker; however, the Chair may decide to lengthen the public comment periods at their discretion. Although not required, speakers are requested to identify themselves by stating their name and city of residence for the official record. All remarks shall be addressed to the Seismic Safety Commission as a body. Speakers should be brief and are to limit their comments to the subject of discussion.

**SIGN-UP & TIME LIMITS:** If you wish to speak on an item and you are attending the meeting in-person or virtually and you know in advance that you'd like to comment on an item, please fill out a "Request to Speak" form and give it to a staff person before the meeting. The forms are available online with the current month's agenda here: <https://ssc.ca.gov/>. Submit any requests to speak to [InfoSSC@caloes.ca.gov](mailto:InfoSSC@caloes.ca.gov). If you attend virtually, the Chair will provide an opportunity to comment during the scheduled public comment section and after each item.

**SUGGESTIONS FOR SUBMISSION OF WRITTEN MATERIALS:** It is requested that written materials be submitted to the Commission staff prior to the meeting. If this is not possible, it is requested that at least 30 copies be submitted to the Commission. This material will be distributed to the Commission members. Applicants are responsible for presenting their projects at the public hearing. NO FAXES will be accepted at the meeting site. You may be able to make prior arrangements with staff by sending an email to [InfoSSC@caloes.ca.gov](mailto:InfoSSC@caloes.ca.gov) but you will be responsible for paying the hotel or meeting site for its receipt.

**ACCESS TO MEETING:** Meeting facilities are accessible to persons with disabilities. If you require special assistance, please contact any staff member at the phone or email address below, prior to the meeting. An interpreter for the deaf will also be made available upon request to the staff at least five calendar days prior to the meeting.

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**ALFRED E. ALQUIST**  
**SEISMIC SAFETY COMMISSION MEETING**

# Memorandum

To: Seismic Safety Commissioners  
From: Annde Ewertsen, Executive Director  
Date: December 12, 2024  
Subject: Executive Director Hiring Process

## **Recommendation:**

Staff recommends Commissioners review the background information, be prepared to provide comments/questions on the presentation, and provide further directions by voting on the Executive Director Hiring Process.

## **Background:**

The Seismic Safety Commission is in the process of searching for a new Executive Director. The purpose of the Executive Director Hiring Process is to provide a practical guide for the recruitment of a qualified Executive Director for the Seismic Safety Commission. Commissioners will have the opportunity to comment on and vote to approve the hiring process.



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Alfred E. Alquist  
**SEISMIC SAFETY  
COMMISSION**

**Seismic Safety Commission  
Executive Director Hiring Process  
December 12, 2024**

## **INTRODUCTION AND PURPOSE**

The purpose of this document is to provide a practical guide for the recruitment of a qualified Executive Director for the Seismic Safety Commission (Commission) within the Governor's Office of Emergency Services (Cal OES). The Cal OES Human Resources staff member assigned to support the Office of the Director will be able to assist the Commission members through the process of selecting an Executive Director.

## **REVIEW DUTY STATEMENT**

An updated and current Executive Director duty statement that clearly and accurately describes the functions and responsibilities of the position, as determined by the Commission, is required. The duty statement provides the foundation upon which the recruitment is based. Any changes to the duty statement require Commission review and approval at a publicly announced Commission meeting.

The duty statement will be used to develop recruitment flyers or advertisements for the position. In addition, it will be used to define the criteria for the screening of applications and the development of interview questions.

## **RECRUITMENT OF QUALIFIED CANDIDATES**

Recruitment and appointments of the Executive Director shall be made in accordance with the provisions of civil service laws to ensure consistency and transparency.

Commission members may inform the qualifications that will produce the best Executive Director. In coordination with the Cal OES Office of the Director, the Commission (or the Selection Committee) may develop a set of qualifications to be used in the recruitment of the Executive Director. The Selection Committee used to assist in the recruitment effort should be limited to no more than two members to ensure their meetings are not considered a public meeting. The Commission should identify two members who will have sufficient time and interest to commit to actively participating in the selection process.

The following is a list of general criteria that may be used:

- Demonstrated supervisory and management skills.
- Administrative experience including fiscal responsibility, budget preparation, development of regulations, policy development and implementation.
- A working knowledge of the state and federal statutes and rules pertaining to the Commission.

- Ability to communicate effectively both orally and in writing and deal effectively with a broad spectrum of people interacting with the Commission.

The initial recruitment will include advertising on the California Careers website ([www.calcareers.ca.gov](http://www.calcareers.ca.gov)). Other recruitment activities can include posting on the Cal OES LinkedIn account and advertising in professional publications, depending on the available budget and the needs of the Commission.

## **SCREENING APPLICATIONS**

The Selection Committee will work with the assigned Cal OES staff member and the Cal OES Chief Deputy Director, Policy and Administration to advertise, develop screening criteria, review applications, conduct initial interviews, and obtain a manageable number of candidates to be interviewed.

Initial screening of applicants is general in nature and intended to eliminate those applicants who clearly do not meet the criteria established by the Commission or Selection Committee. Applicants screened out during this process should be notified by mail of the results. Per Government Code Section 12946, Cal OES will retain the applications a minimum of two years following the completion of the selection process. A final screening of applicants by the Selection Committee will identify a target number of candidates for an initial interview.

## **INITIAL INTERVIEWS**

If initial interviews are needed to narrow the field of candidates, Cal OES in coordination with the Selection Committee is responsible for conducting the interviews. In scheduling interviews, the notification should provide at least a one-week advance notice for the candidates. Candidates should be advised to bring a list of at least three professional references to the initial interview.

During the initial interview, the following topics should be thoroughly covered:

- The exact duties of the position, including travel requirements.
- The supervision given and/or received.
- The frequency and level of public contact.
- The value of independent decision-making.
- The responsibility of training staff, if applicable.
- The Executive Director's relationship with the Commission.
- The education desired/required.
- The qualifications of the position.



In closing the interview, advise the applicants when a decision is expected to be made and that all candidates will be notified in writing if they will proceed to the next step.

### **CHECKING REFERENCES**

The references for the final candidate or candidates should be obtained and contacted prior to any final interviews. This provides the Commission with all necessary information to make a decision on the day of the final interviews and eliminates the need for another public meeting on the same issue.

### **DISCUSSION OF FINAL CANDIDATE(S)**

Cal OES in coordination with the Selection Committee will present the final candidate's or candidates' application materials to the full Commission in closed session. This meeting must conform to the notice requirements of the Bagley-Keene Act for all Commission meetings.

### **SELECTION OF FINALIST**

Upon completion of the discussion of the final candidate or candidates, the Commission votes to select the final candidate for the Executive Director position. This vote is also held in closed session and a notice will be posted whether the Commission approves a decision to extend an offer to a candidate.

### **CANDIDATES NOTIFICATION**

After the Commission has determined the final candidate, the Commission Chair or the Cal OES Chief Deputy Director, Policy and Administration will contact the candidate and offer the position. Once the candidate accepts, the effective date for the candidate to assume the duties of Executive Director must be determined. The Commission Chair or the Cal OES Chief Deputy Director, Policy and Administration will provide the candidate with a confirmation letter drafted by the assigned Cal OES Human Resources staff member, which outlines the facts of the appointment and an attachment that outlines the State's benefits package.

### **OATH OF OFFICE**

The Oath of Office must be administered on or prior to the effective date of the Executive Director's appointment. The Oath of Office may be administered by any board member or the Cal OES Director or Chief Deputy Directors.



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**ALFRED E. ALQUIST  
SEISMIC SAFETY COMMISSION MEETING**

# Memorandum

To: Seismic Safety Commissioners  
From: Annde Ewertsen, Executive Director  
Date: December 12, 2024  
Subject: Executive Director Duty Statement

## **Recommendation:**

Staff recommends Commissioners review the background information, be prepared to provide comments/questions on the presentation, and provide further directions by voting on the Executive Director Duty Statement.

## **Background:**

The Seismic Safety Commission is in the process of searching for a new Executive Director. Commissioners will have the opportunity to comment on and vote to approve the duty statement.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
EXEMPT DUTY STATEMENT**

**General Information**

**POSITION GENERAL INFORMATION:**

Exempt Class Title:	Executive Director, Seismic Safety Commission
Working Title (if applicable):	Executive Director
Position Number:	163-150-5674-001 (11424)

**DIVISION BACKGROUND:**

The Seismic Safety Commission (SSC) was established through the Seismic Safety Act to serve as California's primary authority on earthquake safety policy and risk reduction. The Commission provides a coordinated framework for developing consistent earthquake policies while serving as a trusted advisor to the Governor, Legislature, local governments, and the public on matters of seismic safety and preparedness.

The Commission leverages the expertise of its commissioners to evaluate scientific data, translate complex seismic information into actionable recommendations, and track California's progress toward enhanced seismic safety standards. Through collaboration with federal, state, and local agencies, as well as private sector partners, the Commission works to strengthen California's earthquake preparedness, mitigation strategies, emergency response capabilities, and recovery processes.

Key responsibilities of the Commission include:

- Supporting and encouraging seismic safety research initiatives.
- Evaluating and recommending updates to state agency guidelines and standards to enhance earthquake hazard mitigation.
- Analyzing destructive earthquakes to develop findings and recommendations that reduce future losses and accelerate economic recovery.
- Conducting public hearings on critical seismic safety issues.
- Undertaking studies to improve structural performance throughout California.
- Developing and supporting cost-effective partnerships and programs to reduce earthquake risks.

Through these activities, the Commission works to ensure that California maintains its commitment to reducing earthquake risks, protecting public safety, and promoting swift economic recovery in the aftermath of seismic events.

**Position Summary**

**POSITION SUMMARY:**

Under the direction of the Chief Deputy Director, Policy and Administration, the Executive Director provides strategic leadership and oversight of Commission operations to advance California's seismic safety policies and earthquake risk reduction initiatives. This position is responsible for implementing Commission policies, directing staff activities, managing resources, and ensuring the effective execution of the Commission's statutory responsibilities.

The Executive Director works collaboratively with commissioners to establish strategic direction while independently managing day-to-day operations.

They serve as the principal liaison between the Commission and high-level representatives from federal, state, and local agencies, legislative bodies, private sector organizations, and academic institutions. The incumbent provides expert consultation to the Governor's Office, Legislature, and other state leadership on seismic safety policy matters.

As the Commission's executive leader, the position is responsible for:

- Directing the development and implementation of Commission policies, programs, and initiatives.
- As the primary representative of the Commission to all levels State, Federal, and local government and the private sector, the incumbent must possess strong skills in navigating complex stakeholder relationships.
- The position actively participates in and maintains strategic partnerships with area experts and stakeholders in the seismic safety field. This includes collaborating with PEER, EERI, SCEC and SEAOC. Additionally, the position involves managing partnerships with various scientific, educational, and professional organizations to advance seismic safety initiatives and promote knowledge sharing.
- Providing strategic guidance to commissioners on seismic safety policies and emerging issues.
- Managing complex research projects and policy analyses that inform state earthquake safety standards.
- Collaborates with Cal OES Procurement to negotiate and finalize essential contracts and interagency agreements. Ensures these agreements align with California's contracting and procurement laws and policies for both information technology and non-information technology goods and services. This process should adhere to state regulations governing the acquisition of various products and services.
- Appoints, supervises, and develops Commission staff in accordance with civil service regulations and relevant laws. This includes identifying and coordinating necessary training, managing performance enhancement, and ensuring adequate staffing to fulfill the purposes and intent of the Seismic Safety Act (Government Code 8870 et seq.).
- Represents the Commission before the Legislature, in public hearings, and at high-level meetings.
- Makes public the processes of the Commission and implements the policies of the Commission in carrying out the intent of the Seismic Safety Act.
- Briefs the Commission Chairperson and appointed Commissioners on seismic safety, sensitive issues, and other relevant matters as needed or directed by the Commission Chair.
- Collaborates with Cal OES to monitor, develop, and review proposed legislation relevant to the Commission's work.
- Oversees and manages the Commission's budget, ensuring fiscal responsibility and alignment with organizational goals.
- Develops and oversees the Commission's comprehensive earthquake mitigation and preparedness program in coordination with existing programs in the state.
- Administers the California Research and Development Fund and Commission-appointed advisory committees.
- Coordinates with state agencies and public/private sectors to establish earthquake and disaster risk reduction criteria.
- Produces and disseminates research publications and educational materials on earthquake recovery and reconstruction for the public, state agencies, and legislature.
- Oversees Commission and subcommittee meetings, providing technical and administrative direction.
- Serves as the primary resource for addressing complex Seismic Safety Act issues, ensuring expeditious responses and resolutions.
- Collaborates with Cal OES to strengthen the Seismic Safety Commission's research capabilities and outputs, while identifying opportunities for future efficiencies.

- Works closely with Cal OES's all-hazards programs to integrate recent research findings and study results into the development and enhancement of various seismic initiatives. This includes, but is not limited to, improving the Earthquake Early Warning System and refining Earthquake Response Plans.
- Ensures that the latest seismic safety information is effectively incorporated into Cal OES's comprehensive hazard mitigation strategies.

This position requires executive-level judgment, strategic thinking, and the ability to lead complex policy initiatives while managing diverse stakeholder relationships. The Executive Director must possess extensive knowledge of seismic safety policies, public administration, and California's governmental processes, combined with a proven track record of executive leadership to guide this critical public safety organization.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

### **Position Responsibilities**

#### **OTHER RELATED RESPONSIBILITIES:**

The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the Office of the Director; (b) complying with general State and Cal OES administrative reporting requirements (i.e., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.