



ANTONIO VAZQUEZ
CHAIRMAN
CALIFORNIA STATE BOARD OF EQUALIZATION

February 7, 2020

The Honorable Mike Schaefer
Vice Chair, Board of Equalization
450 N Street, MIC: 77
Sacramento, CA 95814

The Honorable Malia M. Cohen
Member, Board of Equalization
450 N Street, MIC: 71
Sacramento, CA 95814

The Honorable Ted Gaines
Member, Board of Equalization
450 N Street, MIC: 78
Sacramento, CA 95814

The Honorable Betty T. Yee
State Controller
300 Capitol Mall, Suite 1850
Sacramento, CA 95814

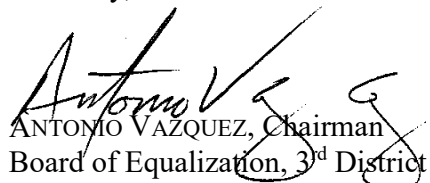
Re: February 19, 2020 Board Meeting Agenda Item L-2.b, Board Members' Workforce Planning Workgroup Framework

Dear Members,

Attached for your consideration is the framework for our Workforce Planning Workgroup. The outline incorporates the direction of the Board given in October 2019 and is aligned with the Board's role as constitutional officers of the State of California.

Member Gaines and I will continue to be the leads for this Workgroup and will report to the Board on action items and prepare reports and recommendations for the Board's consideration. Where there may be overlap with other Board Member projects or assignments we will determine and take into consideration the most effective and efficient approach.

Sincerely,


ANTONIO VAZQUEZ, Chairman
Board of Equalization, 3^d District

1 Enclosure

cc: Mr. Gary Gartner, Chief Deputy, Office of Vice Chair Mike Schaefer
Mr. Dave Titus, Chief Deputy, Office of Member Ted Gaines
Ms. Regina Evans, Chief Deputy, Office of Member Malia Cohen
Ms. Yvette Stowers, Deputy, Office of State Controller Betty T. Yee

Item L2b
02/20/20

**Board Members' Workforce Planning Workgroup
Framework/Outline
February 2020**

Purpose

- The Board Members' Workforce Planning Workgroup was established by the Board to ensure that the County Assessors and the BOE agency has the workforce talent necessary for the successful administration of property tax duties and functions. Consistent with the Board's duty to ensure the uniform tax administration statewide, the Board initiated this action based on input gathered from the Statewide Informational Hearings and their commitment to serve taxpayers through fair, effective and efficient tax administration. The workforce challenges that currently exist would be significantly more impactful if the Split Roll proposition is approved by the voters in the November 2020 election. However, the impact of declining workforce capacity at the state and local government levels remain, even without the additional workload from a Split Roll program.

Structure

- The Board Members' Workgroup would perform its role by collaborating with property tax industry stakeholders to identify workforce related risks and issues and communicating with the Governor's Office, the State Legislature, state agencies, colleges, universities and others to identify contemporary strategies designed to address/solve the workforce issues.
- The Workgroup would include a multi-disciplinary membership, tentatively consisting of, but not limited to:
 - California Assessor's Association
 - County Assessors
 - State Agencies – BOE, DOF, CalHR, SPB
 - Unions and Labor Relations professionals
 - Property Tax industry professionals
 - State Legislature
 - Colleges and Universities

Process

- Establish the Workgroup structure (units, topic, etc.)
- Establish charter and guidelines/policies
- Establish the meeting dates, schedule and locations
- Create communications and reporting plans
- Determine constraints and opportunities
- Determine workforce trends and best practices

Outcomes

- Define target outcomes
- Determine budget needs
- Define personnel policy needs

Metrics

- Establish metrics for each targeted outcome to ensure public transparency and accountability.

Timeframe

- The Workgroup was established effective October 2019 and will be operative ongoing until further direction from the Board.