

CRC Administrative Timeline for Establishing the Deputy Executive Director Position	
Date	Action
Sept 30	Subcomm communicates position to candidate
Oct 2	Subcomm asks what is needed to establish the position
Oct 4	Subcomm advised a duty statement will be required; subcomm will draft
Oct 7	Subcomm provides a job announcement to work from
Oct 13	Draft Job Description provided to subcomm
Oct 14	Subcomm reviews draft Job Description
Oct 16	Revised draft of Job Description returned to subcomm
Oct 20	Request to subcomm for salary range
Oct 21	Request to DGS HR for position
Oct 23	Duty statement shared with candidate
Oct 29	DGS HR requests SCO contact
Nov 2	Email to DGS HR about CRC positions; request for meeting
Nov 5	DGS HR advised of new staff; request for meeting
Nov 10	Email to DGS HR about CRC positions; request for update
Nov 10	DGS HR promises update by COB
Nov 15	Meeting with DGS HR; report of stalled process
Nov 16	Assistance provided to DGS HR
Nov 16	Call with Chief Counsel, DGS Dep Dir, DHS HR Chief and Raul
Nov 19	Request to DGS HR for update and timelines

COMMISSION PERMANENT POSITIONS		
Date Established	ClassTitle	Who Established
Jan 2011	CHIEF COUNSEL	Secretary of State
Jan 2011	EXECUTIVE DIRECTOR	Secretary of State
	DEPUTY EXECUTIVE DIRECTOR	2020 CRC
Jan 2011	COMMUNICATIONS DIRECTOR	Secretary of State
March 2011	RETIRED ANNUITANT	Secretary of State
Aug 2020	DEPUTY ADMINISTRATOR	California State Auditor
Jan 2011	OFFICE MANAGER	Secretary of State
Jan 2011	BUDGET OFFICER	Secretary of State
Aug 2020	IT MANAGER	California State Auditor
July 2018	STAFF SERVICES MANAGER I (SUPERVISORY)	2010 CRC
Jan 2011	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	Secretary of State
Jan 2011	ADMINISTRATIVE ASSISTANT	Secretary of State
Jan 2011	STAFF SERVICES ANALYST	Secretary of State
Jan 2011	STUDENT ASSISTANT	Secretary of State
Nov 2010	COMMISSIONER	Bureau of State Audits