

EXECUTIVE DIRECTOR JOB DESCRIPTION

The California Council on Science and Technology (CCST) seeks an Executive Director to lead the organization in fulfilling its mission supporting policy and decision-making in California regarding science and technology issues. The position will be located in Sacramento together with a staff of 12 full- and part-time employees. The Executive Director, who serves as an ex officio member of the Board of Directors, is responsible for developing programs and services to provide science, engineering, and biomedical advice to the State of California's government and is the chief executive responsible for CCST's administration, fund raising, budgeting, and managing the CCST Science Fellows Program. The Executive Director also plays a crucial role in working with the Council's Partner Institutions (see below) to achieve their public service missions.

CCST was established in 1988 at the request of the State Legislature and the Governor to "report public policy issues significantly related to science and technology." The issues include ones tied to the role of science and technology for the economic development and competitiveness of the state. The CCST's role in California is modeled on the national role of the National Research Council of the National Academies of Sciences, Engineering, and Medicine. CCST recently celebrated its 30th anniversary and receives annual financial support from the state's major universities and federal research laboratories. In addition, it raises funds from the non-profit and private sectors for its activities.

CCST's recurring work focuses primarily on two key purposes: 1) responding to requests from the State Legislature and the Executive branch to conduct expert non-partisan studies on science and technology issues facing state policy makers and 2) recruiting, training, and placing Science and Technology Policy Fellows (who typically hold doctoral degrees in STEM fields) for one-year terms as staff members in the State Legislature and Executive Branch agencies. Links to some recent studies and to the Fellows programs, plus a sketch of other activities, are below.

Governance of CCST rests with the Board of Directors, which is responsible for CCST's sustainability, adherence to mission, long-term strategy, oversight of the leadership team, and the organization's accountability to the supporting institutions. CCST also has a Council that focuses on the creation and execution of its studies. The Council's membership is drawn from researchers at the supporting institutions as well as other scientists and engineers affiliated with California institutions of higher learning and industry.

CCST's activities have grown in scope and scale in recent years. Under the direction of the Board, the organization is reworking its governance processes, its budgeting, and its strategic plan to better serve the evolving needs of the state government and the sponsoring institutions. The Executive Director will hold the key leadership role in turning these decisions into programmatic realities. The ability to successfully work with the state government is essential. The Executive Director will also play the lead role in overseeing fund raising and an important supporting role to the Board and the Council in working with the supporting

institutions, maintaining the reliability and integrity of the Council's studies, and overseeing the Fellows' programs.

Desirable attributes of a successful candidate include:

- An understanding of science and technology sufficient to bridge the world of research and policy is essential. Examples of such a capacity could be: a university degree in a scientific/engineering/medical discipline, significant work experience in a scientific organization, or a record of research or policy making on science and technology issues. Candidates coming with business experience on these issues are also welcomed.
- Experience in working with state or national government and an understanding of legislative processes. Candidates with a working knowledge of the California legislature and/or executive branch would be viewed favorably.
- Strong administrative experience in hiring and supervising employees, constructing budgets, and general management. An MBA or equivalent would be a positive but is not required.
- Experience in raising funds through grants and from philanthropic sources.
- Residence in the Sacramento area is required, and the successful candidate is expected to spend the majority of time at the CCST office or in meetings in Sacramento.
- Experience in working with senior executive leadership or boards of directors is a plus but not required.
- Familiarity with university decision-making processes is welcomed but not required.

Compensation and benefits are commensurate with those offered for similar roles and professional qualifications in small to medium-sized non-profits.

CCST upholds the commitment to principles of equity, diversity and inclusion of its Partner Institutions both in its search process and the execution of its mission.

Application process: Interested applicants should submit the following Word (or PDF) documents to donna@ccst.us and apply through the UC Merced website at: <https://jobs.ucmerced.edu/n/staff/position.jsf?positionId=8722>.

- Letter of interest
- Resume/CV
- Three current professional references (references will not be contacted until candidate agrees)

Deadlines: Review of applications will begin immediately and continue on an on-going basis, but with preferences given to applications received by March 25th. Following a screening by the Board of Directors, select applicants will undergo a phone interview. Final candidates will be asked to attend an in-person interview in Sacramento, CA.

About the organization:

THE CCST MISSION AND ORGANIZATION: CELEBRATING 30 YEARS IN 2018

CCST was established via the California State Legislature in September 1988 (ACR 162). Modeled after the U.S. National Academies, CCST convenes leading experts from California's renowned academic and research institutions to provide objective advice and analysis — responding to the Governor, the Legislature, and other State entities on policy issues relating to science and technology. CCST works with leaders and staff at all stages of California's state policy life cycle, from the bill idea stage and beyond. Additional information is available at CCST.us.

CCST is operated as a 501(c)(3) nonprofit governed by a Board of Directors, and its core funding is provided by these distinguished Partner Institutions: **University of California • California State University • California Community Colleges • California Institute of Technology • Stanford University • NASA Ames Research Center • NASA Jet Propulsion Laboratory • Lawrence Berkeley National Laboratory • Lawrence Livermore National Laboratory • Sandia National Laboratories • SLAC National Accelerator Laboratory.**

SERVICES AND PROGRAMS

The CCST mission is carried out via two primary programs—Science Advice (see below) and the Science Fellows. Since its start in 2009, the CCST Science Fellows Program has been funded by a statewide network of philanthropists and foundations — and the program received partial funding in the State Budget for the first time in the 2018-19 fiscal year. <http://fellows.ccst.us>

In addition to these programs, CCST also provides rapid-response services to State offices on a variety of science advice needs — drawing on the network of our CCST Council and Partner Institutions to find and convene expert input for committee hearings, information requests, bill idea discussions, and more.

CCST SCIENCE FELLOWS

Each year, CCST recruits a corps of PhD scientists and engineers to spend one year in Sacramento serving the California State Legislature. Working as legislative staff in the State Senate or State Assembly, these scientific minds get a front-row seat learning about the craft and process of lawmaking in the State of California.

Talented scientists and engineers gain valuable career training in public policy, and lawmakers gain access to science-savvy staff to help them craft fact-based policies for California's future. The **CCST Science Fellows** program ensures that there are science-savvy staff close to the first steps of policy formation. Their experience evaluating complex scientific issues and interpreting data provides a timely and valuable resource to policymakers.

CCST EXPERT BRIEFINGS

To help Capitol staff and community stay abreast of timely scientific issues, **CCST Expert Briefings** convene relevant experts from California and beyond to deliver a panel briefing around a topic of your choosing — accompanied by clearly explained science in our **CCST One Pager** handouts. Past CCST Expert Briefing topics include California's hepatitis A outbreak, water data management, and makerspaces in higher education.

CCST SCIENCE & TECHNOLOGY WEEK

CCST S&T Week is an annual celebration of “science at your service” in the State Capitol. Via roundtables, showcases, and in-person briefings, CCST brings leading researchers and student talent from California’s universities and federal laboratories to meet with Legislative and Executive leaders. The week culminates in the **CCST Leadership Awards** reception — recognizing the critical role of science in California policymaking.

CURRENT AND RECENT CCST PROJECTS

WATER USE AND DISPOSITION IN OIL AND GAS ACTIVITIES

Source of Request: Department of Conservation

<https://ccst.us/projects/1281/index.php>

BIOMETHANE HEATING VALUES

Source of Request: SB 840 (2016), AB 1900 (2012, Gatto)

<https://ccst.us/projects/biomethane/>

MAKERSPACE - CALIFORNIA COMMUNITY COLLEGES PROJECT

Source of Request: California Community Colleges Chancellor’s Office (CCCCO)

<https://ccst.us/projects/makerspace/>

For additional projects, please see: <https://ccst.us/projects/index.php>