STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
DF-46 (REV 03/25)

Fiscal Year	Business Unit Number	Department
2026-2027	3355	Office of Energy Infrastructure Safety

Hyperion Budget Request Name	Relevant Program or Subprogram
3355-001-BCP-2026-GB	2370 – Regulation of Energy Infrastructure Safety

Budget Request Title
Administrative Support

Budget Request Summary
The Office of Energy Infrastructure Safety (Energy Safety) requests 1.0 position and $148,000 ($118,000 Public Utilities Commission Utilities Reimbursement Account (PUCURA) and $30,000 Safe Energy Infrastructure and Excavation Fund (SEIEF)) in 2026-27 and ongoing to coordinate internal accounting functions with the contracted fiscal services provider, process travel expense claims and invoices, review month-end reconciliations, monthly travel reconciliations, and validate financial records.

Requires Legislation (submit required legislation with the BCP)	Code Section(s) to be Added/Amended/Repealed
☐ Trailer Bill Language ☐ Budget Bill Language ☒ N/A	

Does this BCP contain information technology (IT) components? ☐ Yes ☒ No *If yes, departmental Chief Information Officer must sign.*	Department CIO Click or tap here to enter text.	Date

For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), the approval date, and the total project cost.

Project No. **Approval Date:**

Project Approval Document: **Total Project Cost:**

If proposal affects another department, does other department concur with proposal? ☐ Yes ☐ No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By	Date	Reviewed By	Date
Pukar Deoja	1/5/2026	Tyler Morris	1/5/2026
Department Director	**Date**	**Agency Secretary**	**Date**
Caroline Thomas Jacobs	1/5/2026	Byran Cash	1/5/2026

Department of Finance Use Only

Additional Review: ☐ Capital Outlay ☐ ITCU ☐ FSCU ☐ OSAE ☐ Dept. of Technology

Principal Program Budget Analyst	Date submitted to the Legislature
Erin Carson	1/9/2026

A. Problem Statement

Energy Safety requests $148,000 ($118,000 Public Utilities Commission Utilities Reimbursement Account (PUCURA) and $30,000 Safe Energy Infrastructure and Excavation Fund (SEIEF)) in 2026-27 and ongoing.

This includes $148,000 in personnel costs for 1.0 new full-time permanent position. This request for 1.0 new full-time permanent position is necessary to coordinate internal accounting functions with the contracted fiscal services provider, process travel expense claims and invoices, review month-end reconciliations, monthly travel reconciliations, and validate financial records.

Energy Safety has found currently that 1.0 additional permanent full-time Fiscal Services Unit position is necessary for it to provide the fiscal workload capacity necessary to address the department's internal accounting needs and support the execution of the department's mission. This proposal will help the department to meet workload requirements for unmet ongoing accounting requirements.

Resource History

(Dollars in thousands)

Program Budget	PY – 2 (2022-23)	PY-1 (2023-24)	PY (2024-25)	CY (2025-26)
Authorized Expenditures**	$42,061	$48,609	$48,207	$48,638
Actual Expenditures**	$25,130	$30,867	$40,132	N/A
Authorized Positions***	14	28	30	30
Filled Positions***	13 (93%)	25 (89%)	25 (83%)	28 (93%)*
Vacancies***	1 (7%)	3 (11%)	5 (17%)	2 (7%)*

**Data as of December 31, 2025*
***Data reflects at the departmental level*
****Data reflects the Administrative Services Division*

BCP Positions Breakdown by Unit

(Dollars in thousands)

Unit	# of PYs	PS	OE	Total
Administrative Services Division	**1.0**	**$123**	**$25**	**$148**
• 1.0 Senior Accounting Officer (Specialist)				
TOTAL	**1.0**	**$123**	**$25**	**148**

Workload History

Workload Measure	PY - 4	PY - 3	PY - 2	PY-1	PY	CY*
Invoices Processed	N/A	200	613	798	806	180
Travel Expense Claims Processed	N/A	94	252	411	775	85
Accounts Receivables Processed	N/A	8	8	8	8	2
P-Card & CTA Card Reconciliations	N/A	N/A	70	144	30	8
Month End Reconciliations report review (i.e., General Ledger)	N/A	12	12	12	12	0
Agreement Summaries (STD 215) Processed	N/A	N/A	N/A	37	21	7
Year-End Close Report Reviewed	N/A	1	1	1	1	1
Fund Balance Statement Processes Reviewed	N/A	1	1	1	1	0

**Data as of August 25, 2025*

B. Justification

Administrative Services Division

The Administrative Services Division requests 1.0 Senior Accounting Officer (Specialist).

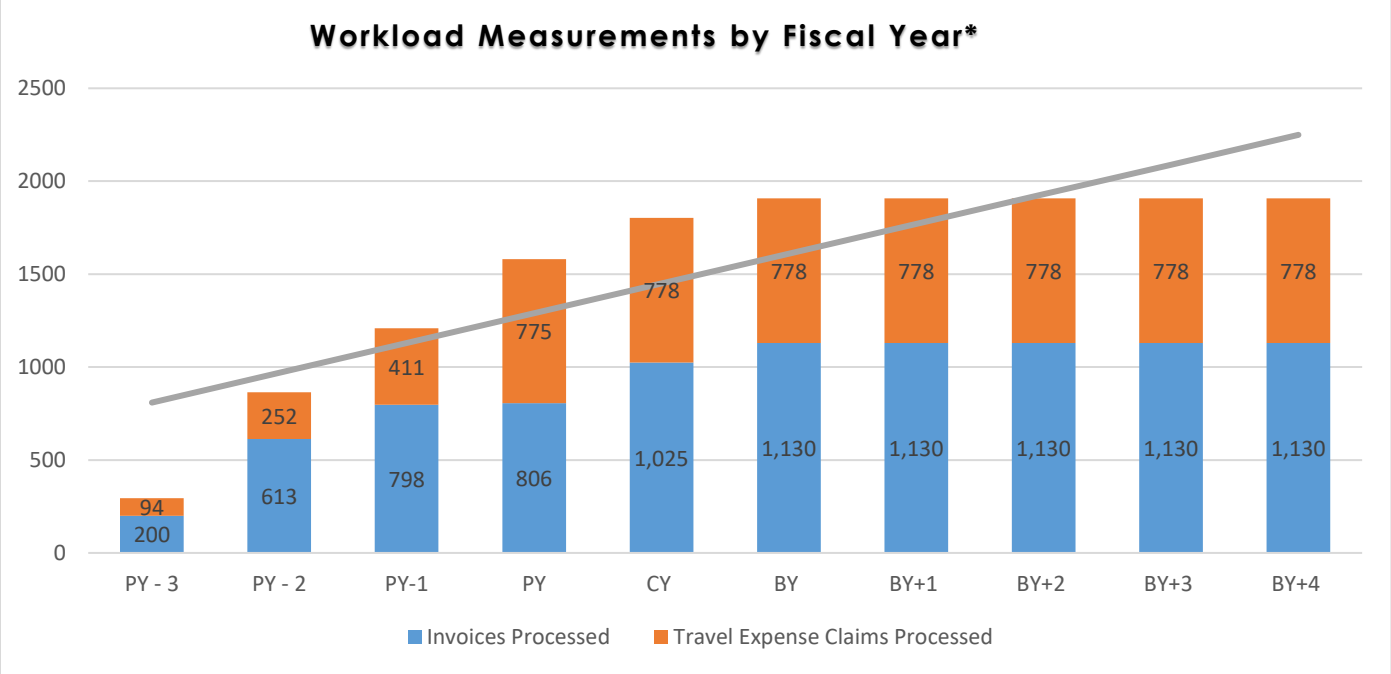
The Administrative Services Division needs this resource for the following reasons:

- The ongoing workload associated with processing the department's travel expense claims, invoices, reconciliation of CTA and Cal-Card transactions, and general accounting coordination functions has significantly increased to a level where it is necessary to dedicate 1.0 new full-time Senior Accounting Officer (Specialist) position to this ongoing workload. For the past three fiscal years, the department has had to fill at times up to three blanket funded positions (1.0 Retired Annuitant and 2.0 limited term Senior Accounting Officers (Specialist)) to augment internal workload capacity for this ongoing workload gap. Without this new permanent position, Energy Safety will continue to experience significant turnover in limited term employees serving in this role, not be permanently resourced to complete this ongoing core internal accounting workload, have unreasonable processing timeframes, pay significant late payment penalties, and experience continued inefficiencies in all internal accounting functions performed.

    - This increase in workload is due to the increase in the number of and processing speed of procurements (i.e., +100% increase in invoice volume) attributed to the department significantly increasing its procurement execution speed by bringing all procurement services in-house in April 2024 and a 105% increase in number of employees (i.e., generating more CalATERS claims) starting in FY 2023/2024 that the department was not resourced for when it was established July 1, 2021. See Figure 1 below.

    - It has cost the department approximately $426,000 the past three fiscal years (FY 2022/2023 – 2024/2025) to process its invoices and CalATERS claims (i.e., travel expense reimbursements). This figure includes: $135,000 *($58,000 FY 2022/2023, $65,000 FY 2023/2024, and $12,000 FY 2024/2025*) in 85 late invoice payment penalties and $291,000 *($32,000 FY 2022/2023, $77,000 FY 2023/2024, and $182,000 FY 2024/2025*) in personnel services expenses for blanket-funded temporary positions to process its invoice and CalATERS claims workload.

- The department's processing speed for employees' CalATERS claims for reimbursement have also continued to be significantly delayed due to a lack of permanent resources dedicated to this ongoing workload gap. These delays in the processing of CalATERS claims have caused the processing of invoices (referenced above) to be prioritized lower (thus triggering more late payment penalties), caused more workload in related additional travel advance requests being requested, and employees adversely impacted in receiving late/delayed reimbursements.



**Data reflected includes only the "Invoices Processed" and "Travel Expense Claims Processed" measures from the Workload History and Projected Outcomes tables.*

To meet these ongoing needs, the Administrative Services Division requests the following position whose roles and responsibilities are described in the table below:

BCP Positions	Positions	Tasks/Responsibilities
Fiscal Services Unit	1.0 Senior Accounting Officer (Specialist)	The 1.0 Senior Accounting Officer (Specialist) will independently coordinate all the department's accounting functions with the contracted fiscal services provider, process all travel expense claims, process all invoices, review month-end reconciliations, monthly travel reconciliations, and validate financial records.

C. Departmentwide and Statewide Considerations

Residents of California will benefit from this budget proposal as it will enable the department to further build efficiencies, reduce the amount of late payment penalties, strengthen internal accountability functionality, improve collaboration with control agencies, and contribute to Energy Safety's goals by ensuring responsible financial management.

D. Outcomes and Accountability

The approval of this request will enable Energy Safety to continue to meet its responsibilities and requirements for ensuring all budgets and accounting-related laws, policies, and procedures are adhered to as a state agency within necessary timeframes.

Projected Outcomes

WORKLOAD MEASURE	CY 2025-26	BY 2026-27	BY+1 2027-28	BY+2 2028-29	BY+3 2029-30	BY+4 2030-31
Invoices Processed	1,025	1,130	1,130	1,130	1,130	1,130
Travel Expense Claims Processed	778	778	778	778	778	778
Accounts Receivables Processed	8	8	8	8	8	8
P-Card & CTA Card Reconciliations	8	30	30	30	30	30
Month End Reconciliations Review (i.e., General Ledger)	12	12	12	12	12	12
Agreement Summaries (STD 215) Processed	7	24	24	24	24	24
Year-End Close Report Review	1	1	1	1	1	1
Fund Balance Statement process review	12	12	12	12	12	12

E. Implementation Plan

Upon approval of this request, hiring will immediately take place over the course of FY 2026-27. The hiring process will require coordination of current management in the development of a duty statement, justification of position, advertising, and recruitment in a competitive employee market, and hiring and onboarding.

F. Supplemental Information (if Applicable)

Current and proposed organization charts are available upon request.

BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Administrative Support

BR Name: 3355-001-BCP-2026-GB

Budget Request Summary

Personal Services

Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Positions - Permanent	0.0	1.0	1.0	1.0	1.0	1.0
Total Positions	**0.0**	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**
Salaries and Wages Earnings - Permanent	0	79	79	79	79	79
Total Salaries and Wages	**$0**	**$79**	**$79**	**$79**	**$79**	**$79**
Total Staff Benefits	0	44	44	44	44	44
Total Personal Services	**$0**	**$123**	**$123**	**$123**	**$123**	**$123**

Operating Expenses and Equipment

Operating Expenses and Equipment	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
539X - Other	0	25	25	25	25	25
Total Operating Expenses and Equipment	**$0**	**$25**	**$25**	**$25**	**$25**	**$25**

Total Budget Request

Total Budget Request	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Total Budget Request	**$0**	**$148**	**$148**	**$148**	**$148**	**$148**

Fund Summary

Fund Source

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 0462 - Public Utilities Commission Utilities Reimbursement Account	0	118	118	118	118	118

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 3302 - Safe Energy Infrastructure and Excavation Fund	0	30	30	30	30	30
Total State Operations Expenditures	**$0**	**$148**	**$148**	**$148**	**$148**	**$148**
Total All Funds	**$0**	**$148**	**$148**	**$148**	**$148**	**$148**

Program Summary

Program Funding

Program Funding	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
2370 - Regulation of Energy Infrastructure Safety	0	148	148	148	148	148
Total All Programs	**$0**	**$148**	**$148**	**$148**	**$148**	**$148**

Personal Services Details

Positions

Positions	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
4567 - Sr Accounting Officer (Spec) (Eff. 07-01-2026)	0.0	1.0	1.0	1.0	1.0	1.0
Total Positions	**0.0**	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**

Salaries and Wages

Salaries and Wages	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
4567 - Sr Accounting Officer (Spec) (Eff. 07-01-2026)	0	79	79	79	79	79
Total Salaries and Wages	**$0**	**$79**	**$79**	**$79**	**$79**	**$79**

Staff Benefits

Staff Benefits	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5150900 - Staff Benefits - Other	0	44	44	44	44	44
Total Staff Benefits	**$0**	**$44**	**$44**	**$44**	**$44**	**$44**

Total Personal Services

Total Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Total Personal Services	**$0**	**$123**	**$123**	**$123**	**$123**	**$123**