



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:
Staff Services Manager I

Position #:
917-193-4800-001

Salary Range:
\$5,079.00-\$6,311.00

Issue Date:
July 09, 2014

Contact:
Steve Taketa
(916) 327-4210
steve.taketa@bscc.ca.gov

Location:
Board of State and Community Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:
July 28, 2014

(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND COMMUNITY CORRECTIONS
ATTN: **Norma Martinez**
600 Bercut Drive
Sacramento, CA 95811

Please write "917-193-4800-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the direction of the Deputy Director, Corrections Planning and Programs Division, this position supervises subordinate staff and works with the Field Representatives to oversee planning and administrative functions for state and federal programs to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety through cost-effective, promising, and evidence-based strategies. This position is responsible for managing the workload of subordinate staff to ensure the timely and accurate collection and reporting of data and adherence to program and project timelines. This position performs program and administrative functions.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Staff Supervision, Program and Fiscal Management:** Supervise the workload of analyst staff, adjust assignments, as needed, conduct regularly scheduled employee performance reports, provide staff training, conduct hiring processes to fill vacancies.

Oversee the grant management fiscal and program analysis and reporting functions, including the accurate, complete, and timely preparation of state and federal funding applications and multi-year program plans; local assistance Request for Proposals/Applications and reapplication process. Manage the development and implementation of program guidelines, compliance and monitoring procedures, processing invoices, progress reports, adherence to contract requirements. Prepare budget projections, planning documents, legislative analyses. Ensure the accurate and timely preparation and submission of required reports. Work with project staff, subordinate staff, Field Representatives, and management to resolve any problems related to fiscal, programmatic and administrative issues. Identify, assess, and continuously evaluate budget, accounting, contract and program processes and procedures. Develop recommendations to management to improve efficiency and effectiveness and implement approved changes.

- **Data Collection, Analysis and Reporting:** Identify data and information needs and assist with the development and maintenance of required data and information tracking and reporting systems; oversee timely and accurate submission of program data to the federal government and reports to the state legislature/governor.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



- **Emerging Issues and Other Related Assignments:** Develop an understanding of cost-effective, promising, and evidence-based strategies to manage criminal and juvenile justice populations, identify potential funding opportunities and use that information to make recommendations to management to align fiscal policy with correctional practices. Serve as liaison to other BSCC divisional staff and staff in other state agencies regarding budget and program information; participate in special projects related to grants management, data collection and reporting, evidence-based practices, and fiscal accountability, as needed.