



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: (5390)
Field Representative

Position #:
917-194-9613-002

Salary Range:
\$8,216 - \$10,286

Issue Date:
September 10, 2015

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Final Filing Date:
September 23, 2015
(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: Stefanie Reyes
2590 Venture Oaks Way
Sacramento, CA 95833

**Please write "917-194-9613-002"
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.

In addition to the required State Application (STD 678), applicants must submit a Statement of Qualifications (SOQ) which addresses how their experience and/or knowledge will assist them in succeeding in this position. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the activities and duties, outlined below, that qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. Applications received without the SOQ will not be considered. The SOQ is in addition to a resume.

Scope of Position:

Under general direction of the Deputy Director, the Field Representative promotes public safety by formulating policy to ensure the safe operation of state and local correctional facilities; conducts inspections to evaluate compliance with policy; administers grant and local assistance programs; plans and completes complex research projects and special studies; and provides technical assistance to state and local corrections agencies.

Duties and Responsibilities:

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

- **Local Detention Facilities** – Write clear and concise multi-page inspection reports, technical reports, and reports detailing findings of multi-year studies. Review crowding assessment reports and approve suitability plans of crowded local juvenile detention facilities. Organize and participate in preconstruction meetings with stakeholders involved in the planning, design, construction and/or remodel of a local detention facility; review and approve architectural drawings and specifications for all new construction and remodel projects within local detention facilities to assess cost effectiveness and compliance with Title 24 standards. Conduct investigations, studies, analysis and assessments of local detention facilities related to the safety, security, and cost effectiveness of operations within these facilities and publish the findings. Administer the Jail Profile and Juvenile Detention Profile Surveys, which includes collecting, analyzing and reporting data providing a statewide profile of local jails and juvenile detention facilities. Administer Compliance Monitoring of the federal Juvenile Justice and Delinquency Prevention Act (JJJPA), including inspecting, monitoring, training, data collection and analysis, and providing technical assistance to local jurisdictions related to core protections of the JJJPA. Attend and participate at local detention facility administrators and managers organizational meetings to provide access to information they require to operate constitutionally adequate juvenile and adult detention facilities and programs. Review and provide written response to complaints regarding conditions of confinement received from the public and/or detainees as they relate to the operation of local detention facilities and compliance with Titles 15 and 24 standards.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 1/15



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- **Program Oversight and Compliance** - Plan, organize, direct, and conduct on site inspections, investigations, and surveys of state and local corrections facilities and programs to monitor compliance with Board of State and Community Corrections (BSCC) minimum standards. Identify program deficiencies and consult with correctional agencies to develop corrective action plans. Monitor correctional agencies through ongoing communication via telephone, e-mail and/or site visits in order to facilitate their ongoing compliance with minimum standards or corrective action plans. Prepare Board Agenda Items relative to the suitability of a facility for the confinement of youth pursuant to Welfare and Institutions Code Section 209(d). Evaluate the effective, efficient and appropriate use of correctional funding by state and local agencies and in accordance with state and federal laws, regulations, policies and procedures.
- **Policy Development** - Formulate regulations, policies, procedures and guidelines on a variety of correctional issues. Develop, revise and promulgate minimum standards for state and local corrections agencies. Monitor and evaluate emerging national, state, and local programs and “best practices” in a systematic manner in order to develop effective policy and capitalize on new opportunities. Analyze complex corrections issues, programs and legislation, and present information, alternatives, and policy recommendations to the Legislature, BSCC Board, local governing bodies and other entities. Prepare bill analyses, issue memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs.
- **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, work groups and advisory groups and lead groups to closure through consensus building. Instruct groups on issues related to the BSCC’s mission and goals. Mediate disputes concerning local, state and national standards and court decisions as they impact BSCC programs. Provide a link between local, state and federal interests. . Collaborate with state and local agencies with oversight authority. Make determinations on difficult, politically sensitive state and local corrections problems to avoid or reduce possible litigation. Establish and maintain cooperative relationships with stakeholders, constituents, organizations and governing bodies impacted by the BSCC’s mission. Actively participate in conferences, meetings, or hearings involving problems or issues of considerable consequence or importance in order to achieve a common understanding of the problem and thereby develop a satisfactory solution by either convincing individuals, arriving at a compromise, or developing suitable alternatives.
- **Technical Assistance and Outreach** - Advise, consult and provide technical assistance to state and local agencies impacted by BSCC operations. Train state and local corrections agencies on BSCC minimum standards and effective methods for compliance. Advise and direct state and local decision makers on correctional issues under BSCC’s purview. Provide corrections agencies with information to optimize their operations and accomplish their primary purpose in an effective manner. Determine objectives, set priorities and schedule activities in order to ensure the appropriate and timely delivery of services. Prepare and deliver agenda items and presentations for board meetings, task groups, management reviews, stakeholder conferences and other working groups.
- **Research and Special Studies** – Plan, organize, direct, implement and review comprehensive needs assessment surveys, organizational studies, and program

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reviews and write findings reports. Evaluate the needs of corrections agencies, research feasible and innovative solutions to identified problems and issues, and recommend appropriate solutions. Prepare plans and proposals that meet the needs of corrections agencies while maintaining BSCC organizational credibility and program responsibility; evaluate agency program and budget activities. Respond in a flexible and timely manner to the BSCC and its management team on a variety of special assignments and issues.

- **Subject Matter Expert** - Testify as an expert witness before boards of supervisors, city councils, grand juries and state and federal courts. Serve as a subject matter expert before state and local government and law enforcement groups, detention organizations, commissions, task groups, and citizen groups.
- **Other Duties** – Perform other Field Representative related duties critical to the successful administration of BSCC's programs.