



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: (5527)
Staff Services Manager I

Position #:
917-193-4800-xxx

Salary Range:
\$5,311 - \$6,598

Issue Date:
December 14, 2015

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

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
December 29, 2015

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, Suite 200
Sacramento, CA 95833

Please write "917-193-4800-xxx" 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. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

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, a CEA, 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.

Duties and Responsibilities:

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

This position performs program and administrative functions which include, but are not limited to, the following:

- **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.

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. 11/15



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- **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.
- **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.