



## 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:** (5966)  
Staff Services Manager I  
**(Limited Term – 12 Months)**

**Position #:**  
917-190-4800-XXX

**Salary Range:**  
\$5,470 - \$6,796

**Issue Date:**  
October 24, 2016

**Contact:**  
Thomas Carter  
(916) 327-4210  
thomas.carter@bscc.ca.gov

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

**Final Filing Date:**  
November 4, 2016

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: Thomas Carter  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Please write "917-190-4800-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.

**This position was previously advertised as permanent, but is now being advertised as Limited Term – 12 Months - (may be extended or become permanent). Interested candidates must submit a new application as any applications previously received will not be considered.**

### **Scope of Position:**

Under the direction of the Chief of Administration, a Staff Services Manager III, the Administrative Officer, a Staff Services Manager I (SSM I), is responsible for the day-to-day management and oversight of the Board of State and Community Corrections' (BSCC) administrative operations. This includes, but is not limited to: procurement, contracts, business services, personnel and program support (clerical).

### **Duties and Responsibilities:**

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

- **Staff Supervision:** Plans, organizes, directs, coordinates, and evaluates the activities and performance of analytical and support staff of the Administrative Services Section – Operations Unit, which is responsible for the BSCC's procurement, contracts, business services, personnel and program support (clerical) operations. Ensures that staff have the necessary tools, equipment, and training to effectively perform the essential functions of their positions. Develops training and work plans for staff by setting performance and customer service standards. Monitors, analyzes, and evaluates quality and effectiveness of operations. Identifies problem areas, develops strategies to resolve problems, and implements solutions. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions, as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
- **Operational Oversight:** Provides oversight of procurement and contracts (50% of unit workload), business services and facility operations (30% of unit workload), personnel (10% of unit workload) and program support/clerical (10% of unit workload) activities for the BSCC. Oversees process improvement efforts for the various activities mentioned above, in order to improve efficiency and ensure

*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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excellent service to internal and external customers. Acts as the contract manager for the BSCC's HR service agreement with the State Controller's Office. Monitors, analyzes, and evaluates the quality, quantity, and effectiveness of the Operations Unit. Review, approve, edit, deny, change workload produced by analytical and support staff engaged in the activities mentioned above. Provides consultative services to program managers and supervisors on various administrative manners and workload.

- **Other duties as required:** In addition to supervision of staff and oversight of administrative operations the Administrative Officer will perform the most complex and sensitive administrative duties. Responsible for various other administrative related analytical, supervisory, technical and/or clerical tasks associated with supporting the BSCC's administrative activities.