



# 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:** (6126)  
Staff Services Manager I

**Position #:**  
917-197-4800-001

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

**Issue Date:**  
April 6, 2017

**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:**  
April 19, 2017

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

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 application package electronically via CalCareers or to the address below:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS  
ATTN: Stefanie Reyes  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Application package must include all the required documents. Mailed application must include 917-197-4800-001. Incomplete application packages will 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.*

**All types of appointments will be considered, including but not limited to, T&D Appointments.**

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 (CEA B), County Facilities Construction Division, the Staff Services Manager I (SSM I) supervises subordinate staff and works with Field Representatives and Project Director's to oversee processes and responsibilities directly related to State Lease Revenue Bond financing projects.

The incumbent is responsible for managing analysts who perform a variety of fiscal functions for the Capital Outlay Program.

**Duties and Responsibilities:**

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

- Supervise the workload of analysts, adjust assignments, as needed, conduct regularly scheduled employee performance reports, staff training, and conduct hiring processes to fill vacancies. Supervises staff responsible for budgetary and fiscal management of jail construction projects. This includes coordination with county staff and California Department of Corrections and Rehabilitation staff on project budgets, expenditure control, cash flow analysis, preparation of project estimates, coordination of fiscal data with control agencies, review and analysis of legislation and budgetary control language impacting jail construction funding, preparation and presentation of submittals to the State Public Works Board, and preparation of various capital outlay status reports.
- Supervise staff performing fiscal scope and program development, invoice review/approval and project closeout/reconciliation functions as well as the development of fiscal monitoring systems. Coordinates with departmental management, control agency staff, and officers from various construction, architectural and engineering firms involved in jail construction.
- Supervises staff, and review work-products, responsible for the loan requests to the Pooled Money Investment Board, bond sales and refinancing efforts through the State Treasurer's Office, and ensuring that lease payments, insurance, and administrative cost are budgeted for and paid timely. This function also includes coordinating the development of documents for revenue bond transactions and

*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. 11/16*



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ensuring that all documents requiring Directorate sign-off and notarization are completed prior to pre-closing, coordinating with the Department of General Services Office of Risk and Insurance Management to obtain/renew commercial insurance coverage, preparing periodic and ad hoc reports to the Legislature, Department of Finance, State Treasurer's Office, and agency management.

- Assists management with the most sensitive planning and budgeting issues related to special legislation for jail construction projects, prepares highly sensitive correspondence and reports between governmental control agencies and the BSCC as necessary, and confers with BSCC personnel at all levels to develop approach/resolution consistent with the divisions responsibilities. Attends administrative and planning staff meetings and assumes other duties in the absence of management staff.