



**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:
Project Director II
3 Positions Available

Position #:
917-197-4020-xxx

Salary Range:
\$8,115 - \$9,859

Issue Date:
October 19, 2012

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

Location:
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:
November 5, 2012
(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
600 Bercut Drive
Sacramento, CA 95811

Please write "917-197-4020-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.

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 general direction of the Project Director III, the Project Director II is responsible for providing the overall administration and management of major capitol outlay projects for local detention authorized by Assembly Bill 900 (Chapter 7, Statutes of 2007), Senate Bill 81 (Chapter 175, Statutes of 2007), and Senate Bill 1022 (Chapter 42, Statutes of 2012) approved by the state Public Works Board and financed by the Pooled Money Investment Board.

Duties and Responsibilities:

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

40% Administering County Construction Projects – Interpret state statute and Legislative intent to distribute and administer up to \$1.5 billion dollars in state lease revenue financing for the construction or remodel of county jails and local youthful rehabilitative facilities. Act as the project manager and coordinate and facilitate high level committee meetings with state and county policy makers to develop the requirements for Assembly Bill 900 and Senate Bill 81 Request for Proposals (RFP). Develop and implement new Title 15 California Code of Regulations (CCR) for the administration of county construction projects authorized by state law. Coordinate and facilitate statewide meetings with city and county policy makers to explain the process for submitting a proposal for state financing, technical requirements required by the RFP, and conditions for receiving a competitive award. Coordinate and provide training for counties transitioning into new county detention facilities.

30% Construction Administration – The Project Director II reviews architectural plans for the construction of county detention projects financed with lease revenue financing, reviews the scope of work and cost of the construction project, and monitors county construction schedules to ensure that the projects maintain eligibility for lease revenue financing. The Project Director II, in conjunction with the CDCR Project Financing Section prepares the preliminary plans and the working drawings approval packages, which includes the cost estimate, scope, schedule, evidence of completion of environmental reporting requirements and assurance that the project specifications and plans are in compliance with Title 24 regulations for submission to the Department of Finance and the Public Works Board, so the project can proceed to bid at the direction of CDCR and the Department of Finance.

5% Program Oversight and Compliance - Plan, organize, direct, and conduct on site inspections of local corrections projects financed with AB 900 and SB 81

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



financing to ensure compliance with Corrections Standards Authority (CSA) minimum standards. Maintain ongoing communication via telephone, e-mail and/or site visits in order to facilitate their ongoing compliance with minimum standards.

- 5%** **Policy Development** - Formulate policies, procedures and guidelines relative to the administration of AB 900 and SB 81 local detention projects.
- 10%** **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, work groups and advisory groups and lead groups to mitigate and solve problematic issues through consensus building. 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 as it relates to local detention projects authorized by AB 900 and SB 81 financing.
- 5%** **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.
- 5%** **Other Duties** - Perform other duties critical to the successful mission of AB 900 and SB 81 local detention construction programs.