

CALIFORNIA STATE CONTROLLER'S OFFICE
POSITION TITLE: Deputy Director, CEA Level B
Position #917-193-7500-001
MONTHLY SALARY RANGE: \$8,594.00-\$ \$10,384 *

Contact Information:

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STATE CONTROLLER'S OFFICE
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Sacramento, CA 95814
Arlene Mendez
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FINAL FILING DATE:
1/5/2015

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of **Deputy Director, CEA Level B** with the **BOARD OF STATE AND COMMUNITY CORRECTIONS**. Applications will be retained for twelve months.

EXAMINATION INFORMATION:

The examination process will consist of an application, statement of qualifications, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commensurate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for this vacancy.

Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

FILING REQUIREMENTS:

- Candidates applying for this examination must submit a standard form 678; Examination and/or Employment Application before the final filing date and;
- Include a resume along with a Statement of Qualifications.
- Resume- Resumes *do not* take the place of the Statement of Qualifications
- A Statement of Qualification is a narrative in the first person specifically describing your experience, education, training, and skills that best reflect your qualifications to function in the capacity as expressed in this document.
- It should be clear, concise, and typewritten for ease of reading. It should have a type font size of 12, and be NO MORE than 4 pages in length identifying the most current information.
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CalHR Internet website: <http://www.calhr.ca.gov/Training/Pages/recorded-webinar-writing-statements-of-qualification.aspx>

Please note failure to submit the above documents will result in your disqualification to compete in the examination.

*Salary may be modified in accordance with DPA.

Applications must be submitted by the final filing date to:

BSCC
C/O STATE CONTROLLER'S OFFICE
Human Resources
300 Capitol Mall, Suite #300
Sacramento, CA 95814
Arlene Mendez
916-324-6401
amendez@sco.ca.gov

GENERAL DESCRIPTION:

Are you searching for a career that you can feel passionate about? Are you interested in working in a challenging environment? Do you have experience in policy development and familiar with State government and possess knowledge of the constitutional responsibilities of the Board of State and Community Corrections? Then consider participating in the examination for the Deputy Director, C.E.A. Level B for the Corrections Planning and Programs Division.

The Corrections Planning and Programs (CPP) Division develops, administers, and evaluates state and federally funded programs and plans designed to improve the effectiveness of state and local correctional systems, reduce costs, maximize resources, and enhance public safety. As part of BSCC's new responsibilities, the CPP will serve as a resource for evidence-based, effective, and promising programs, practices, and strategies; and will provide technical assistance, consultation, and training to state and local justice system policy makers. The CPP works closely with federal, state, and local government agencies as well as the private sector and nonprofit services providers, to foster collaborative approaches to address crime and delinquency.

POSITION SCOPE:

Under the administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), the Corrections Planning and Programs Division (CPP) Deputy Director plans, directs and coordinates the state and federal grants and correctional program activities of the BSCC. This position will liaise with other state policy and program setting entities such as the Governor's Office, Department of Justice, Department of Mental Health and the Office of Emergency Services, in matters related to program grants and major policy initiatives including Public Safety. The incumbent provides high level expertise and assists with the development of policy recommendations regarding the administration of multi-million dollar state and federal grants, research activities, and program administered by the BSCC covering a wide range of projects designed to respond to unique local needs in the areas of adult and juvenile crime, prevention and at-risk youth.

These programs include but are not limited to: the Youthful Offender Block Grant, Juvenile Justice Crime Prevention Act, Proud Parenting Program, federal Title II Formula Block Grant, Federal Title V Community Prevention Grant, Federal Juvenile Accountability Block Grant, federal Edward Byrne Memorial Justice Assistance Grant (JAG), California Gang Reduction, Intervention and Prevention Program (CALGRIP), and the Residential Substance Abuse Treatment Program (RSAT). Specific duties will include, but not be limited to the following:

ESSENTIAL FUNCTION:

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

- Develops and implements policies related to grants to state and local adult and juvenile correctional and parole systems, including 58 counties, up to 400 cities and a large number of community-based organizations: makes discretionary funding policy decisions. Represents the BSCC in discussions and negotiations with control agencies.
- Develops, coordinates, and evaluates research and data collection studies as required by statute; serves as liaison with other state policy setting entities in matters of program grants and empirical research; develops comprehensive reports that provide high quality information for use by the local corrections community as well as other state and federal agencies and stakeholders.
- Interprets and implements program grants and research, state and federal law, regulations and policies; facilitates multi-agency councils and executive level steering committees in developing guidelines, funding criteria and schedules for the allocation of program grants; and evaluates program effectiveness to assure that legislative mandates under the Division's purview are met.
- Provides technical assistance, information-sharing opportunities and educational resources to local decision-makers, program managers and project staff; evaluates the effectiveness of locally developed programs in achieving desired outcomes; develops administers, and evaluates programs in collaboration with local corrections agencies to enhance the effectiveness of correctional systems and improve public safety.
- Directs field staff in the establishment and maintenance of positive and effective working relationships with police chiefs, sheriffs, local directors of corrections, probation chiefs, and professional organizations, for the purpose of assessing needs and providing assistance; selects and trains staff; and evaluates performance of subordinates.
- Oversee preparation and monitoring of CPP Division budget including contracts, Budget Change Proposals, and Budget Concept Papers;
- Directs staff in drafting and or monitoring of legislation effecting BSCC policies and operations; coordinate and develop BSCC Legislative Concept Proposals; and represents the BSCC during legislative hearings and meeting with local government officials, and professional organizations.
- Serves as a member of the BSCC Executive Management Team, developing policy and policy alternatives for adoption by the BSCC's gubernatorial-appointed Board and the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP); represents the BSCC with local government officials and state decision-makers; and provides a link to nation policy and professional organizations on a broad range of policies relating to local corrections.

DESIRABLE QUALIFICATIONS:

1. Demonstrated knowledge of state policies, rules & standards relative to accounting requirements
2. Experience in recommending, developing, and implementing policies relative to program issues
3. Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests.
4. Knowledgeable of the Legislative and budgeting processes.
5. Demonstrable excellent writing and verbal communication skills.
6. Experience in the formulation and implementation of procedures, policies, and programs related to grant acquisition and management.
7. Experience in providing executive level advice and consultation to department management regarding evidence-based and promising best practices from around the country in state and local adult and juvenile corrections, probation and parole.
8. Experience in grant management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; and knowledge of appropriate techniques in the area of establishing partnerships, customer service, training, motivating staff, recognition, progressive discipline, and a manager's role in contributing to and achieving an equal employment opportunity workplace.
9. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
10. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC and SACJJDP members, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

MINIMUM QUALIFICATIONS

Applicants must have California State Civil Service status and satisfy the minimum qualifications as follows:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990:

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code, Section 18992:

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

- A.** Ability to perform high administrative and policy influencing functions effectively; such overall ability requires possession of most of the following more specific knowledge and abilities:
 1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques;
 2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives;

- B.** These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):
1. CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
 2. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.
- C.** Strong verbal and written communication/advocacy skills.
- D.** Well-developed administrative, managerial, and interpersonal skills and abilities.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE CONTROLLER'S OFFICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>