



BOARD OF STATE AND COMMUNITY CORRECTIONS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	BOARD OF STATE AND COMMUNITY CORRECTIONS	RELEASE DATE:	Monday, April 28, 2014
POSITION TITLE:	Deputy Director, C.E.A. Level B for the Facilities Standards and Operations Division	FINAL FILING DATE:	Monday, May 12, 2014
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$10,384.00 / Month	BULLETIN ID:	04282014_5

POSITION DESCRIPTION

POSITION SCOPE: 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 Facilities Standards and Operations Division.

The Facilities Standards and Operations Division (FSO) works in collaboration with local corrections agencies to maintain and enhance the safety, security, and efficiency of local jails and juvenile detention facilities in accordance with the California Code of Regulations, Titles 15 and 24. FSO is responsible for establishing and updating minimum standards for the design and operation of local adult and juvenile detention facilities, inspecting local detention facilities every two years and assisting agencies in their efforts to remain in compliance with minimum standards.

GENERAL DESCRIPTION: Under administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), plans, organizes, directs and coordinates the BSCC's activities within the Facilities Standards and Operations Division as performs such duties as:

ESSENTIAL FUNCTION: (Candidates must perform the following functions with or without reasonable accommodations.) • Formulates policies and procedures for the administration of laws, rules and regulations relating to statewide minimum standards for state and local detention facilities; inspection of over 450 jails and 125 juvenile halls, camps and ranches for compliance with standards; review of plans for new construction or remodel of existing local detention facilities; holds public hearings to establish or revise regulations; and directs the ongoing enforcement of these laws, rules and regulations; interprets BSCC policies and procedures related to the Facilities Standards and Operations Division for state and local constituencies which include elected officials, sheriffs, chief probation officers, chiefs of police, key state policy and decision makers, control

agencies, the State Fire Marshal, and the media. • Assesses needs and provides services necessary to effectively plan for statewide standards; directs staff in the statewide inspection and compliance monitoring of local detention facilities to ensure compliance with state laws, policies, standards, and state and federal court decisions regarding the custody and treatment of adults and juveniles detained; directs staff in the review of architectural and fire and life safety plans for new or remodeled local detention facilities; directs staff who mediate with local officials disputes concerning standards and the negotiation/resolution for compliance with standards. • Directs field representatives in the establishment and maintenance of positive and effective working relations with sheriffs, local directors of corrections, probation chiefs, police chiefs and professional organizations, for the purpose of assessing their needs and providing technical assistance. • Directs Division staff in the development, revision, adoption, and promulgation of standards for state, local and private entity-operated detention facilities and determines the applicability for inclusion in the California Code of Regulations. • Serves as a member of an executive management team that develops policy and policy alternatives for adoption by the BSCC's gubernatorial-appointed board. Continuously represents the BSCC with local governmental officials, state decision makers, and provides a link to national policy and professional organizations on a broad range of policies relating to local corrections. • Assists the Executive Director, Board of State and Community Corrections in formulating and implementing BSCC policy; acts for or represents the Executive Director in his/her absence at BSCC meetings, public hearings, and in the daily affairs of the Board; and performs other duties as required. • Conducts and/or directs staff in conducting special studies at the request of the legislature. • Conducts investigations in sensitive areas; institutes appropriate proceedings, when necessary; reviews and drafts proposed legislation impacting the Facilities Standards and Operations Division. • Selects and trains staff; evaluates the performance of subordinates; and takes or recommends appropriate action.

DESIRABLE QUALIFICATIONS: 1. Demonstrated knowledge of state policies, rules & standards 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 statewide standards, inspections and compliance monitoring.. 7. Experience in 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. 8. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality. 9. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC 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 meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by 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 Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary 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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

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):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

DESIRABLE QUALIFICATIONS: 1. Demonstrated knowledge of state policies, rules & standards 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 statewide standards, inspections and compliance monitoring.. 7. Experience in 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. 8. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality. 9. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC 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.

EXAMINATION INFORMATION

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 result of this examination will be used only to fill the position of **Deputy Director, C.E.A. Level B for the Facilities Standards and Operations Division**, with the **BOARD OF STATE AND COMMUNITY CORRECTIONS**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

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 INSTRUCTIONS

FINAL FILING DATE: 5/12/2014

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.

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.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and **NO MORE THAN TWO** pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, HR/EXAMINATIONS UNIT
300 CAPITOL MALL, STE #300, SACRAMENTO, CA 95814
DAVE SPRING | 916-322-2791 | DSPRING@SCO.CA.GOV

ADDITIONAL INFORMATION

***** THIS EXAMINATION IS PROCESSED BY THE STATE CONTROLLER'S OFFICE. *****

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 BOARD OF STATE AND COMMUNITY CORRECTIONS 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.

Class specs: [CEA and Exempt Appointees](#)