



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) 323-8579.

Position: Career Executive Assignment (CEA) / Deputy Director

Position #:
917-191-7500-001

Salary Range:
CEA B: \$11,435 - \$13,623

The salary may be modified in accordance with applicable Cal HR guidelines.

Issue Date:
March 15, 2024

Final Filing Date:
March 29, 2024

Contact:
Elizabeth Stevenson-White
916-341-6891
BSCCHR@bscc.ca.gov

Location:
2590 Venture Oaks Way Suite 200
Sacramento, CA 95833

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:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917--191-7500-001. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership to the adult and juvenile justice systems and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

Note: This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the discretion of the agency and is based on the BSCC's current telework policy. While the BSCC may support telework, some in-person attendance is also required.

To be considered for the position listed above, you must complete and submit this Statement of Qualifications (SOQ) Form in addition to your Examination/Employment Application STD. Form 678. Cover letters and resumes do not take the place of the SOQ.

The SOQ is narrative discussion of how your education, training, experience and skills qualify you for the position. Each question must be addressed one at a time and must be typed.

The SOQ must be numbered and addressed in the same order as listed; do not consolidate the responses. The SOQ should be no more than three pages in length, single-spaced with one-inch margins and a font size of Arial 12.

Applicants who fail to submit the SOQ as instructed and/or fail to submit all the required documents may be eliminated from the recruitment process.

Your SOQ must provide responses and specific examples for each question listed below:

1. Describe your experience in working with the Legislature, Executive Branch, and control agencies.
2. Describe your experience in leading and directing the work of multi-disciplinary teams toward successful outcomes.
3. Describe your experience in training and compliance, and your knowledge of trends and best practices in training and selection for corrections professionals.
4. Describe your experience in program development, research, and evaluation.

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5. Describe your experience in developing organizational structures and strategic plans and supporting policies, procedures, and quality assurance practices.

APPLICATION INSTRUCTIONS

FINAL FILING DATE

February 9, 2024

WHO MAY APPLY

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

HOW TO APPLY

Complete Application Packages (including your Examination/Employment Application (STD. Form 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a completed copy of the Job Application Package Checklist must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Drop-Off Application Packages:

Mailed applications must be sent to:

STATE CONTROLLER'S OFFICE

Human Resources

Attn: Classification Unit – IG

300 Capitol Mall, Suite 300

Sacramento, CA 95814

Monday-Friday from 8:00 AM to 5:00 PM

OR

Application packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov.

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

REQUIRED APPLICATION DOCUMENTS

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications (SOQ)

Applicants requiring reasonable accommodations for the hiring interview process must

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request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO Contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the position to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement. The STD. Form 678 submitted for the position, will serve as the examination.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

A minimum rating of 70% must be attained to obtain list eligibility for this position. All candidates will receive written notification of their examination results. Hiring interviews may be conducted with the most qualified candidates.

The result 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.

If you meet the requirements stated in this announcement, you may take this competitive examination. Your application submission will serve as your examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

CONTACT INFORMATION

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:
Phillina Lyles
(916) 767-8803
PLyles@sco.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL QUALIFICATIONS

State civil service employees must possess essential general qualifications including

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integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

- A. (a) 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; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

(b) 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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity 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):

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.

Scope of Position:

Under the administrative direction of the Executive Director Board of State and Community Corrections (BSCC), this position plans, organizes, coordinates and directs the BSCC's statewide Standards and Training for Corrections Division (STC) and the Research Unit performing duties such as the following:

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Duties and Responsibilities:

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

- Formulates policies and procedures for the administration of the laws, rules and regulations relating to the selection and training of state and local corrections personnel; directs Division staff in the development, revision, adoption, and promulgation of minimum standards for selecting and training of corrections and probation officers and determining applicability for inclusion in the California Administrative Code; holds public hearings to establish or revise standards, rules and regulations; plans and directs the ongoing enforcement of these laws, rules and regulations; hears appeals and interprets the Board of State and Community Corrections' policies and procedures relating to the Standards and Training Program.
- Provides leadership and direction for the Board of State and Community Corrections' Research Unit; formulates policies and procedures for the administration of the research products and projects; provides oversight of the grant proposal rating and review process; develops research plans and designs; oversees grant evaluation efforts, oversees the development of external contracts to support internal contracting requirements; approves legislative reports of Board research projects; participates and represents the Board in meetings with the Governor's Office, Legislature, and stakeholders regarding research activities.
- Directs and oversees Division and contract staff conducting evaluation and research studies on personnel selection standards and training, designing and evaluating job analysis data, time and motion studies, developing training evaluation methodology and other such evaluations geared to assessing tasks, knowledge and abilities required to perform state and local corrections and probation duties; and maintains current information on developments in standards and training for corrections personnel.
- Supervises field representatives, professional staff, managers and contract professionals engaged in ensuring the efficient and effective operation of the program in compliance with state laws and regulations under the Division's purview; selects and trains staff; evaluates the performance of subordinates; and takes or recommends appropriate action.
- Assists the Executive Director and Board of State and Community Corrections in formulating and implementing BSCC policy and strategic planning. Acts for or otherwise represents the Executive Director in his/her absence at BSCC meetings, public hearings, and in the daily affairs of the BSCC.
- Provides oversight and direction for BSCC's internal training and mentoring program; develops policies and procedures to administer an onboarding and training program for all new Board employees; oversees the development of computer-based training; administer a learning management system to track training requirements.
- Prepares and monitors budget for STC Division and the Research Unit, including contracts; conducts investigations involving personnel matters; reviews and/or drafts proposed legislation affecting the Division. Performs other duties as required.

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DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Understanding of Public Administration as it relates to California.
2. Degree in Business Administration/Public Policy or related field.
3. Knowledge of the California Budget and Legislative process.
4. Understanding of the local corrections system.
5. Understanding of research and evaluation practices and trends.
6. Experience in recommending, developing, and implementing policies relative to program issues.
7. Managerial and leadership experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success across multi-disciplinary stakeholder interests.
8. Experience in the formulation and implementation of procedures, policies, and programs related to research, evaluation, and training.
9. Experience in providing executive level advice and consultation to department management regarding state and local adult and juvenile corrections, probation and parole education and training etc.
10. Leadership experience which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in establishing effective relationships, training, motivating staff, recognition, progressive discipline, and a manager's role in contributing to and achieving an equal employment opportunity workplace.
11. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC, institutional and program staff, external stakeholders, and professional groups.
12. Strong verbal and written communication and advocacy skills.
13. Ability to analyze complex problems and recommend effective courses of action; make independent, sound and ethical decisions regarding highly sensitive matters; and maintain confidentiality.