



## 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 #:**  
917-194-7500-005

**Salary Range:**  
CEA A: \$9,755 - \$13,987

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

**Issue Date:**  
July 10, 2023

**Final Filing Date:**  
July 24, 2023

**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: Examinations – Sven Eastlund  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-914-7500-005. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations.

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.*

*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.

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

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 working with local detention facilities and monitoring compliance with state and federal regulations.
2. Describe your experience in developing, interpreting, and applying laws, regulations, and policy.
3. Describe how you have analyzed complex problems and developed high level recommendations for solutions during your career.

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4. Describe your experience in developing organizational structure and supporting policy, practices, and quality assurance methods.
5. Explain what skills you believe are essential to be successful in this position and how you have used these skills in your career.

### APPLICATION INSTRUCTIONS

#### FINAL FILING DATE

#### 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](http://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](http://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](http://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.

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- Statement of Qualifications (SOQ)

Applicants requiring reasonable accommodations for the hiring interview process must 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 A, 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](mailto:PLyles@sco.ca.gov)

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY

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

### KNOWLEDGE AND ABILITIES

- A. Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. This overall ability requires the following 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.
  - 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.
  - 3. Well-developed leadership, administrative, managerial and interpersonal skills and abilities
- 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.

- C. Strong verbal and written communication and advocacy skills.
- D. Ability to analyze complex problems and recommend effective courses of

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action; make independent, sound and ethical decisions regarding highly sensitive matters; and maintain confidentiality.

Knowledge of state and federal grant administration, evaluation, and reporting processes.

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.

### **Scope of Position:**

Under the administrative direction of the Deputy Director, the Assistant Deputy Director of the BSCC - Standards and Operations (FSO) Division leads, plans, directs and coordinates the day-to-day administration of the adult and juvenile detention facility inspection program. The Assistant Deputy Director develops policies and procedures for the administration of the annual inspection of over 580 adult and local detention facilities operated by local government. This position provides high level expertise and serves as a member of the BSCC's executive leadership team. The position develops policy recommendations regarding the daily administration of BSCC's inspection program and supports the safe operation of local adult and juvenile detention facilities. This position also develops long and short-range goals to ensure effective use of state resources and ensures agency compliance with state and federal laws.

### **Duties and Responsibilities:**

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

- Lead, plan and organize the daily administration of FSO's annual inspection of over 580 adult and local detention facilities operated by local government agencies. Direct and supervise staff in the statewide inspection and compliance monitoring of local detention facilities to ensure adherence to state laws, policies, standards, and state and federal court decisions regarding the custody and treatment of detained adults and juveniles. Develop, recommend, implement, and evaluate policies and procedures for conducting inspections including entrance and exit briefings, on-site performance measures, corrective action plans and mitigation, and reporting. Support diversity, equity, and inclusion in all aspects of FSO activities. Interpret and apply state and federal law, budget language, regulations and policies related to detention facility operations. Serve as a member of BSCC's Executive Leadership team. Represent the BSCC in discussions with the Governor's Office, Legislature, Department of Finance, state and local agencies, and stakeholders.

Develop, recommend, implement, and evaluate policies and procedures to govern the inspection process. Develop Management Letters in response to compliance findings and ensure the implementation and monitoring of applicable Corrective Action Plans and mitigation strategies. Serve as the first level approver of all challenges to compliance findings. Liaison with state and federal control agencies that have jail oversight responsibilities. Ensure compliance with state and federal requirements. Complete state and federal reports as required.

- Ensure that quality assurance procedures are in place and working to identify

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opportunities for process improvement. Direct and manage staff activities to ensure program effectiveness, efficiency and compliance with all governing statutes, policies, and procedures. Oversee the collection of compliance data and develop compliance reports. Provide technical assistance and expert consultation to state, local and stakeholder agencies.

- Select and train staff. Evaluate the performance of subordinates. Prepare the program budget and monitor expenditures to contain costs within budget. Monitor resources and responsibilities and make staffing adjustments as necessary. Prepare contracts, Budget Change Proposals, and Budget Concept Papers. Direct staff in monitoring legislation affecting the inspection program policies and operations. Represent BSCC during legislative hearings and meetings with local government officials and professional organizations. Conduct investigations in sensitive areas. Coordinate with national policy and professional organizations on a broad range of policies and regulations relating to jail operations. Perform other duties as required.

### **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. Knowledge of state laws, regulations, and rulemaking processes.
2. Experience in recommending, developing, and implementing policies relative to program issues.
3. 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.
4. Knowledge of the Legislative and budgeting processes.
5. Experience in the formulation and implementation of procedures, policies, and programs related to local detention facility operation and construction.
6. Experience in providing executive level advice and consultation to department management regarding minimum standards and best practices in local detention facility management.
7. Experience in conducting inspections of local detention facilities.
8. Leadership skills, including 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.
9. 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.
10. Experience in establishing and maintaining effective quality assurance and continuous improvement processes.