



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:

Staff Services Manager I
(Specialist)

Position #:

917-194-4800-XXX

Salary Range:

\$6963 - \$8650

Issue Date:

August 8, 2024

Final Filing Date:

August 22, 2024

Contact:

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Location:

Board of State and Community
Corrections
2590 Venture Oaks, 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 917-194-4800-XXX. 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.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.

SOQs should provide clear and concise information regarding experience, education and training relevant to the duties of this position. SOQs must be typewritten, no longer than 2 pages in length, with no smaller than 12 point font, single spaced, and responses must be numbered to match the items below. SOQs must include your name, date and have page numbers. SOQs must address the following points and must include specific examples:

1. Describe how your knowledge, experience, and education are relevant to regulation revision and rulemaking activities.
2. As a specialist, the SSM I will not be responsible for supervising the work of subordinate staff but will be expected to exercise a high level of initiative and independence on assign duties. Describe your strategies for staying connected to colleagues and maintaining motivation to complete your assignments when working independently.
3. Describe your professional experience gathering and analyzing information from multiple sources in order to advise managerial or executive staff.

Scope of Position:

Under the direction of the Staff Services Manager II (SSM II), Facilities Standards and Operations Division (FSO), the Staff Services Manager I (SSM I) (Specialist) independently directs regulation revision and rulemaking responsibilities under the Administrative Procedures Act (APA) for the promulgation of regulations. The position is responsible for gathering, analyzing, and maintaining data and information on legislation, statutes, regulations, rules, and best practices; managing and maintaining

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various tools and materials; participating in high-level research, processes, and analysis; and reporting regularly on the status of legislative bills and how they may affect regulations. Regulation revision and rulemaking are critical and complex processes that require substantial attention to detail and coordination which may take several months or years to complete; these activities require analysis and review of complex detention facility issues, legislation, statutes, regulations, policies, factual and legal information, and input from stakeholders and the public. The SSM I (Specialist) works independently and as part of a team, responsible for drafting, reviewing, and editing regulation revision and rulemaking documents, analysis, reporting, and management of other various related functions, preparing correspondence, technical assistance, training, and customer service to and coordination with to management, staff, outside agencies, and the public. The incumbent must exercise a high degree of personal initiative, independence and provide alternatives/recommendations that may result in effective solutions related to administrative, and programmatic issues.

Duties and Responsibilities:

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

- **Regulation Development** - Assist FSO and other BSCC division staff, Executive Steering Committees, subcommittees, and workgroups as they formulate regulations and guidelines on a variety of correctional issues. Lead the development and revision of minimum standards for state and local corrections agencies. Analyze complex corrections issues, trends, programs, legislation, statutes, regulations, factual and legal information, and input from stakeholders and the public. Continuous research of corrections issues, including those related to facility inspection noncompliance, national best practices, and other related trends. Prepare bill analyses, issue memos, and other written documents to effectively explain and convey the impact of proposed legislation, regulation, and administrative actions on local corrections agencies. Prepare regular reports, statute updates, suggestions, and strategies on regulation revisions for SSM II and the Deputy Director. Preparation of draft regulation revision materials, coordination of and participation in regulation revision meetings, and management of regulation revision documents and records.
- **Rulemaking** – Development and maintenance of FSO rulemaking policies and procedures that ensure rulemaking activities comply with requirements of the APA and processes of the Office of Administrative Law and California Building Standards Commission. Preparation of draft rulemaking materials, coordination and tracking of rulemaking activities, timelines, and due dates. Analysis and development of draft responses to written comments, public inquiries, and petitions. Research, preparation, and submission of materials necessary for the promulgation of regulations and regulatory packages. Prepare regular reports, statute updates, suggestions, and strategies on rulemaking for SSM II and the Deputy Director. Publishing APA-required documents on the BSCC website, updating FSO regulation-related webpages and documents, and maintaining official rulemaking records.
- **Coordination and Communication** – Coordination and communication of regulation revision and rulemaking information through management of regulation revision and rulemaking webpages, news updates, documents, and regular updates to the SSM II. Drafting and sending of mass and individual

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mailings and emails pertaining to regulation revisions and rulemaking activities. Communicate effectively via telephone, email, and video or chat applications using discretion, tact, and sound judgment to provide information, training, and technical assistance to staff and non-state employees.

- **Other Duties as Assigned** – Special assignments at the direction of the SSM II, including various tasks, attending meetings, providing and receiving training, responding to public inquiries, fulfilling Public Records Act requests, providing technical assistance, data entry, tracking, management and improvement of various data information storage systems.

Desirable Qualifications:

1. Knowledge of state regulation revision and rulemaking requirements, including but not limited to the Administrative Procedures Act.
2. Ability to work under pressure and establish workload priorities in order to meet critical time frames.
3. Ability to assess complex matters, remain aware of critical issues, and develop effective courses of action to solve identified problems.
4. Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders.
5. Ability to analyze situations and adopt or suggest practical courses of actions and/or processes.
6. Ability to communicate professionally and tactfully, both in writing and verbally.
7. Proven ability to exercise a high degree of confidentiality, initiative, responsibility and independence.
8. Excellent computer skills using Microsoft Excel, Word, Outlook, Teams, and Zoom.
9. Dependable and punctual, with an excellent attendance record.