



# 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:**  
Attorney IV

**Position #:**  
917-193-5780-XXX

**Salary Range:**  
\$11,644 - \$15,627

**Issue Date:**  
April 17, 2025

**Final Filing Date:**  
May 1, 2025

**Contact:**  
BSCC HR  
[BSCCHR@BSCC.CA.GOV](mailto:BSCCHR@BSCC.CA.GOV)  
(916) 322-8088

**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 917-193-5780-XXX. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, 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.

### Scope of Position:

Under the administrative direction of the General Counsel of the Board of State and Community Corrections (BSCC) and in consultation with the Deputy Director and Assistant Deputy Director of the Corrections Planning and Grant Programs (CPGP) Division of the BSCC, the Attorney IV provides advanced legal counsel and high-level policy development to CPGP, rendering legal advice and opinions, on the administration of BSCC state and federal grant programs. In addition, this position provides expert legal advice to CPGP Executive Steering Committees, internal partners, and external stakeholders on the Bagley-Keene Open Meeting Act, conflicts of interest (including the Political Reform Act), and state and federal law regarding grants administration. This position also provides advanced legal assistance and advice to CPGP staff by conducting legal analysis and research, reviewing legal documents, preparing correspondence involving the explanation of legal matters, and preparing legal opinions.

The Attorney IV will serve as legal counsel to the Executive Director and General Counsel on developing policies and revising regulations related to grant administration. The Attorney IV will draft briefs, respond to challenging and sensitive legal correspondence, and develop strategies and tactics in complex disputes and litigation. In addition, this position will review applicable state and federal laws and rules and regulations to ensure compliance; review and update the BSCC grant policy guide to conform to Board policy and federal and state requirements; review grant agreements and contracts; review federal solicitations and applications for grant funds; review and provide expert advice on grant expenditures and compliance with federal and state audits; conduct legal analysis and research, review legal documents, prepare correspondence involving the explanation of legal matters, and prepare legal opinions.

The role demands a high degree of independence with minimal supervision as well as expertise and proficiency in federal and state laws governing grant administration.

### Duties and Responsibilities:

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

- Conduct advanced legal research, develop policies and procedures, and

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provide expert advice and counsel to the Corrections Planning and Grant Programs division on the administration of state and federal grant programs. Review applicable state and federal laws and rules and regulations to ensure compliance; review and update the BSCC grant guide to conform to Board policy and federal and state requirements; review grant agreements and contracts; review federal solicitations and applications for grant funds; review and provide advice on grant expenditures and compliance with federal and state audits. Conduct legal analysis and research, review legal documents, prepare correspondence involving the explanation of legal matters, and prepare legal opinions.

- Attend meetings and advise the Board, CPGP Executive Steering Committees, internal partners, and external stakeholders on applicable federal and state requirements for grant programs; advise on the Bagley-Keene Open Meeting Act, including reviewing agendas and drafting memorandum to conduct closed sessions; assist CPGP staff with drafting Requests for Proposals to comply with federal and state legal requirements; review Requests for Proposals and draft and review grant agreements to comply with state and federal requirements.
- Assist the Office of the Attorney General in litigation involving the Board, including ensuring timely responses to discovery requests, reviewing pleadings and briefs, preparing witnesses for depositions or testimony, and advising the Executive Team and Board on the status of litigation.
- Review and draft legislation that may impact CPGP, respond to Public Records Act requests. Review regulations for adoption by the BSCC and approval by the Office of Administrative Law. Create and deliver training sessions on topics such as compliance with legal standards, ethical issues, confidentiality, and proper grant management.
- Perform other related duties such as legislative analysis related to state and federal grant programs, and other tasks that may arise that are critical to the successful administration of BSCC's programs.

**Desirable Qualifications:**

Candidates should have a desire to advance the underlying objectives of the BSCC and have an interest in public safety, violence intervention, reentry, and rehabilitation. Candidates should have the ability to work with high-level government officials, as well as experience dealing with members of the public, technical staff, and other public agencies, and should be familiar with the functioning of administrative agencies in State government.

Among other qualities, the most highly desirable candidates will have:

- Extensive background or in-depth knowledge of the federal and State laws governing grant making, administrative law, and constitutional law.
- Ability to analyze, appraise, and apply legal principles, facts, and precedents to legal problems and analyze situations accurately to adopt an effective course of action.
- Ability to independently prepare correspondence and memoranda involving the explanation of complex legal matters in an accurate, clear, concise, and well-organized manner. Draft legal opinions, legislation, regulations, policy, procedure, and written reports.



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- Exercise good judgment and make independent, sound, logical, and ethical decisions regarding highly sensitive matters and maintain confidentiality.
- Ability to work effectively with a wide range of individuals and groups, including local government officials, community-based organizations, BSCC Management Team and colleagues.
- Ability to prioritize and complete tasks, organize workload, multi-task, work well under pressure, and exercise initiative and adaptability.
- Demonstrated capacity to work cooperatively with a team and independently identify issues, develop solutions, and produce products within a short timeframe.
- Demonstrated capacity to communicate clearly, effectively, and professionally to technical, lay, and policy-oriented audiences.
- Possess excellent organizational skills, writing skills, and attention to detail.
- Ability to work independently to prioritize and complete tasks, organize workload, multi-task, work well under pressure, and exercise initiative and adaptability.
- Ability to negotiate on complex pre-litigation matters, rulemaking, and legislative matters.
- Possess excellent organizational skills and attention to detail.