



# 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 III

**Position #:**  
917-190-4802-001

**Salary Range:**  
\$9,293-\$10,550

**Issue Date:**  
April 15, 2025

**Final Filing Date:**  
April 28, 2025

**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 917-190-4802-001. 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.*

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 and Resume are required in addition to an Employment Application – STD. 678.

This State of Qualifications (SOQ) serves as documentation of each candidate's ability to present information clearly and concisely in writing. Resumes, and cover letters, do not take the place of the SOQ. Please put your responses in a document that can be attached (uploaded) with your application documents.

When responding to the SOQ questions please follow these guidelines: Respond to all questions. Responses must be typewritten and formatted on standard business-size paper, in Arial font and pitch size no less than 10. Make sure all responses are complete, specific, clear, and concise. Answer each numbered item separately and indicate the corresponding question number for each response. You may include multiple responses on a single page.

1. Describe your reasons for applying for this position, and how you believe your skills and experience align with the duty statement. Include information about your relevant experience.
2. Using specific examples, describe your management experience, including techniques of organizing and motivating staff and promoting employee engagement.
3. Identify your experience implementing significant change in the workplace, your approach to implementation, and your communication method involved.

### Scope of Position:

Under the general supervision of the BSCC Executive Director and Deputy Director, the incumbent will provide high level expertise to the BSCC in the implementation of its

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administrative services, serve as a delegated authority on behalf of the agency, and support and implement the efforts of local and state criminal justice realignment.

Additionally, the incumbent will provide oversight, as well as direct and manage staff in the policy development and management of BSCC's personnel, budget, accounting, and administrative support services. The incumbent will oversee the preparation of required state drill and reports, maintain agency data and records, oversee administrative strategic plans, and oversee the administrative management of state programs and special projects.

Finally, the incumbent must demonstrate a positive attitude and a commitment to completing their tasks accurately, timely, and to or above their customer's expectations.

### **Duties and Responsibilities:**

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

- Responsible for assuring optimum effectiveness and efficiency for the formulation and development of agency administrative policies, procedures and practices; provides guidance and expertise to executive staff on the most complex administrative strategies and functions regarding budget, accounting, personnel, procurement and contract services; oversees, plans and assigns workload; reviews and approves work and sets priorities; assists in resolving significant and sensitive policy concerns and monitors agency expenditures; oversees the compilation and submission of agency information to the Governor's Office, the Legislature, Department of Finance (DOF), and other governmental agencies as requested; works closely with representatives of control agencies regarding complex administrative management issues faced by the agency and their various/diverse components; oversees the compilation and submission of agency information to the Governor's Office, the Legislature, Department of Finance (DOF), and other governmental agencies as requested; works closely with representatives of control agencies regarding complex administrative management issues faced by the agency and their various/diverse components; directs and coordinates managers, supervisors and staff in the development and preparation of state required drills, reports and special projects related to the BSCC and/or other specific program needs; reviews and provides feedback and recommendations on these assignments to ensure a completed work product and compliance with state guidelines and regulations; makes recommendations to Executive Staff regarding fiscal impact, position control, contract and procurement services; and policy considerations.
- Serves as the Chief Fiscal Officer for the BSCC. Oversees preparation of the BSCC's annual budget and represents the BSCC in meetings on complex issues with governmental control agencies including the Department of Finance (DOF), Legislative Analyst's Office (LAO), and the State Controller's Office (SCO). Responsibilities encompass:
  - Oversight and supervision of subordinates who perform the duties associated with the accurate and timely preparation and submission of all budget documents and reports required by the DOF and LAO, including all galleys, schedules, and Budget Change Proposals (BCP) submitted in normal budget cycles as well as additional reports mandated through Executive Orders, Budget Letters or other means.

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- Collaboratively advising and consulting with BSCC executive management and other key staff to align the BSCC budget with BSCC priorities. Performing and/or overseeing analyses of BCP, proposed legislation and other budgetary initiatives for potential fiscal impact and provides recommendations to management.
- Informing and advising executive staff of the status of expenditures via budget plans; providing expert consultation and recommendations for solutions to short and long-term fiscal issues.
- Assisting management with preparations for and participating in legislative budget hearings.
- Serves as the Chief Accounting Officer for the BSCC. Oversees staff who perform the duties associated with the day-to-day operations of the BSCC's internal accounting operations including invoice processing, travel claims, petty cash, credit card management and other functions. Represents the BSCC on complex accounting issues with vendors and control agencies. Formulates, recommends, and implements changes to procedures, policies, and program alternatives associated with the accounting functions of the BSCC. Responsibilities also encompass:
  - Providing fiscal administration and support to the BSCC by overseeing processes and establishing best practices to ensure the timely posting of all accounting transactions, reconciliation of general ledger accounts, and preparation of financial statements.
  - Recommending and implementing new/existing accounting policies and procedures in accordance with BSCC's responsibilities, requirements, goals, audits findings and applicable State laws, rules and regulations.
  - Administering systems related to financial accounting and reporting, including all tasks related to FI\$Cal implementation and management.
  - Oversight of all BSCC'S accounting functions including, but not limited to collections, cashiering, cash management, reimbursement control, system design, time accounting, commitment control, receivable control, data control, fiscal control and reconciliation and reporting.
  - Advising executive management and staff on financial matters and communicating with control agencies to resolve sensitive and complex issues.
  - Working with Administrative Services - Contracts staff and division staff to develop budgetary and accounting components of contracts to track payments in accordance with contract requirements.
  - Oversight of fiscal operations and processes of the BSCC's local assistance programs, including various special funds, bond funds and federal funds, and reimbursements.
  - Managing and directing the work of the Financial Services Team.

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Distributing workload and facilitating cross-training as needed to adapt to changing program requirements. Developing skills of staff via training opportunities and development of assignments.

- Advises and provides consultation to all reporting levels within the BSCC related to quality management, promoting professional development and succession planning, responds to staff concerns, and addresses performance issues.
- Provides critical input in the recruitment strategies in the hiring and selection of staff in compliance with state guidelines and regulations, and the consultation and implementation of progressive discipline proceedings with staff members.
- Represents BSCC on sensitive or highly visible projects with the Department of Finance, State Controller's Office, Department of General Services, and other control agencies in the absence of the Deputy Director.

### **Desirable Qualification:**

- Knowledge of budgeting, legislative and personnel processes and the respective rules and state laws.
- Experience in recommending, developing, and implementing administrative policies and procedures.
- Experience in establishing and implementing effective quality assurance and continuous improvement processes.
- Ability to communicate effectively, both orally and in writing with control agencies, legislators, the executive branch, BSCC, external stakeholders, and professional groups.
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success.
- Experience in providing executive level advice and consultation to department management, other internal stakeholders, and external stakeholders.
- 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.
- Ability to think critically and strategically, demonstrate diplomacy and tact, and successfully manage competing priorities.
- Ability to problem solve, be detail oriented, and adaptability.
- Ability to be curious and passionate about BSCC's mission, shared goals, and the important work that the Administration Services Division does to support the agency.