



## 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.*

**6/20Position:**

Staff Services Manager II  
(Managerial)

**Position #:**

917-190-4969-003

**Salary Range:**

\$8,461 - \$9,611

**Issue Date:**

June 6, 2025

**Final Filing Date:**

June 20, 2025

**Contact:**

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(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 917-190-4969-003. 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.

**Scope of Position:**

Under the direction of the Chief of Administration, a Staff Services Manager III, the incumbent is responsible for the day-to-day management and oversight of the Board of State and Community Corrections' (BSCC) administrative operations. This includes, but is not limited to, personnel, procurement, contracts, business services, facility operations, and program support.

The incumbent will be responsible for the transition and implementation of Personnel Transactions functions from the State Controller's Office to the BSCC which includes developing and documenting HR policies and procedures to align with organizational goals and legal requirements and establishing systems for payroll and employee benefits management.

**Duties and Responsibilities:**

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

- Provides managerial oversight of personnel, procurement, contracts, business services, facility operations, and program support (clerical) activities for the BSCC. Oversees process improvement efforts, as well as, formulates and administers all departmental policies for the various activities mentioned above, in order to improve efficiency and ensure excellent service to internal and external customers. The incumbent is directly, and through subordinate staff, responsible for planning, directing, reviewing and evaluating the work activities of the Administrative Operations Branch. Ensures that systems and procedures are in place and deadlines are met, staff are adequately trained, and performance reviews and evaluations are conducted. Ensures staff have the necessary tools, equipment, and training to effectively perform the essential

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functions of their jobs. Develops training and work plans for staff by setting performance and customer service standards.

- Monitors, analyzes and evaluates quality and effectiveness of operations. Identifies problem areas, develops strategies to resolve problems and implements solutions. Counsels staff and initiates disciplinary actions, as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules and regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to, hiring, employees development, and management. Provides leadership over a variety of highly complex and sensitive personnel and policy matters critical to BSCC's mission.
- Serves as the BSCC's Human Resources Officer and sees that the Department's general personnel management needs are met. Manages BSCC HR staff ensure adherence to merit system principles, selection and allocation standards, and conformance to control agency laws, rules, and policies. Meets with management of all levels to provide leadership regarding personnel policies and procedures. Meets with employee organizations to discuss and personnel matters.
- Serves as the BSCC's Contracts and Procurement Officer and provides technical expertise, training, guidance and assistance to support the BSCC's contracting and procurement activities. Manages BSCC Contract and Procurement staff to ensure compliance with all applicable laws, regulations, policies and procedures.
- Develop and advise BSCC Management Team on policies, regulations, and procedures needed to ensure legal and appropriate personnel methods are followed. Initiate, lead, develop and implement best personnel practices focused on achieving operational excellence in support of BSCC's mission, vision, and values.
- Complete special projects as needed. Research and respond to high-profile and complex inquiries from various stakeholders, including but not limited to the Governor's Office, control agencies, and other state agencies.

### **Desirable Qualifications:**

- Ability to communicate effectively, both orally and in writing with control agencies, legislators, the executive branch, BSCC, external stakeholders, and professional groups.
- 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.

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**Statement of Qualifications:**

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:

- Please describe your reasons for applying for this position, and how you believe your skills and experience align with the duty statement.
- Please describe your background, experience and/or education in the field of Human Resource Management.