



# 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

**Position #:**  
917-190-4800-003

**Salary Range:**  
\$6,963 - \$8,650

**Issue Date:**  
7/18/2025

**Final Filing Date:**  
8/1/2025

**Contact:**  
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(916) 322-8022

**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 917-190-4800-001. 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.*

*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.

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



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### **Scope of Position:**

Under the direction of the Staff Services Manager II, the Human Resources Manager, a Staff Services Manager I (SSM I), is responsible for the day-to-day management and oversight of the Board of State and Community Corrections' (BSCC) Human Resources Unit. The SSM I is responsible for providing supervision, technical expertise, training, guidance, assistance, and support to the Human Resources staff.

The incumbent will be responsible for assisting in 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 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.

- Direct, oversee, plan, and supervise the work of the Human Resources staff. Audit work to ensure that it is processed in adherence to the Payroll Procedures Manual (PPM), Bargaining Unit Contracts, Personnel Action Manual (PAM), State Administrative Manual (SAM), the California Department of Human Resources (CalHR) Manual, and the California Code of Regulations. Recruit, train, evaluate performance, provide encouragement and guidance to assigned staff, and prepare corrective actions as necessary. Coordinate and/or conduct regular information-sharing meetings and on-the job training. Ensure subordinate staff have the necessary tools and resources to effectively and efficiently process personnel transactions. Review and ensure information in all Personnel Management Liaison Memorandums, Pay Letters, Circular Letters, etc. is communicated with Transactions staff. Monitor/audit the Transactions Separation log, Accounts Receivable log, Salary Advance log, Adverse Action log, Hourly Employee Pay log, Retroactivity log, etc. to ensure correct and timely processing of documents. Take corrective action as necessary.
- Responsible for the research, development and implementation of the BSCC's Human Resources Transactions Unit. Personally respond to and resolve transaction issues/problems that may be elevated to the Chief, HR Section Chief, or Executive Management. Act as custodian of records of all personnel transactions related documents. Act as a technical expert and advisor to Executive Staff, Deputy Directors, supervisors, analysts, and departmental employees on personnel, benefits, payroll, and retirement related issues. Oversees process improvement efforts for the various activities mentioned above, in order to improve efficiency and ensure excellent service to internal and external customers. Monitors, analyzes, and evaluates the quality, quantity, and effectiveness of the HR Unit. Provides consultative services to program managers and supervisors on all HR related matters.
- Responsible for various other administrative related analytical, supervisory, technical and/or clerical tasks associated with supporting the BSCC's HR activities.

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021*



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### **Desirable Qualifications:**

- Ability to communicate effectively, both orally and in writing with control agencies, 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.
- Demonstrates strong problem-solving skills, keen attention to detail, and flexibility in dynamic environments.