



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 #:

917-193-4800-XXX

Salary Range:

\$7,172 - \$8,910

Issue Date:

August 28, 2025

Final Filing Date:

September 11, 2025

Contact:

Elizabeth Stevenson-White

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916-341-6891

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 917-193-4800-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 supervision of the Deputy Director of the Corrections Planning and Grant Programs (CPGP) Division, the Staff Services Manager I leads, plans, and organizes the development of policies and procedures, training, and administrative support for the grant program. The grant program includes 15 state and federal grants awarded to approximately 700 grant recipients for programs related to criminal justice, reducing recidivism, diversion programs, and other related efforts to reduce crime and violence.

Duties and Responsibilities:

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

- Plan, organize, manage and supervise a group of analysts in the development of policies, procedures, and training to support the effective delivery of grant services and the administrative support of the grant program. Supervise the design, implementation, and installation of new and revised programs, training systems, software, procedures, methods of operation, and forms. Establish performance standards and provide feedback to employees.
- Participate in the more complex development of policies, procedures and tools for grant management. Provide oversight of cross unit workgroups established to map workflows and recommend new policies, policy revisions, and training requirements. Develop workplans and schedules for regular review.
- Collect data and information about program effectiveness and provide recommendations to the Deputy Director. Write and prepare reports outlining program activities, results, and impact. Provide administrative support including personnel, budget, and contracts.
- Ensure effective coordination of program activities with other divisions,

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units, and outside entities. Represent the division in meetings. Respond to more sensitive and difficult issues and requests for information. Other duties as required.

Desirable Qualifications:

- Knowledge of the principles and practices of supervision
- Ability to plan organize, assign and review the work of staff
- Ability to communicate in a clear, concise, and well-organized manner
- Ability to analyze complex problems and recommend effective courses of action
- Ability to work cooperatively with staff and other stakeholders and in a team environment
- Ability to make independent, sound, and ethical decisions regarding highly sensitive matters and maintain confidentiality
- Knowledge of state and federal grant administration, evaluation, and reporting processes