



## 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:**  
Supervisor I

**Position #:**  
917-195-4800-010

**Salary Range:**  
\$7,172.00-\$8910.00

**Issue Date:**  
January 5, 2026

**Final Filing Date:**  
January 20, 2026

**Contact:**  
Elizabeth Stevenson-White  
[Elizabeth.Stevenson-White@BSCC.CA.GOV](mailto:Elizabeth.Stevenson-White@BSCC.CA.GOV)  
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 917-195-4800-010. 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.

The SOQ must be a minimum of one (1) page and shall not exceed two (2) pages. The SOQ must be single spaced, with 12-pt Arial font and have one-inch margins. The SOQ must contain a header listing your name **and** Job Control number listed according to the job advertisement. Resumes, letters, and other materials will not be considered as responses to the SOQ. Applications received without an SOQ or submitted with an SOQ that does not follow directions will not be considered.

The SOQ must answer the following questions and each answer must be numbered in the response respectively:

1. What specific experience do you have working directly with sensitive information? Please include an example of how you ensured confidentiality and demonstrated integrity.
2. What is a recent example of your ability to work in a fast-paced environment with competing priorities? Please describe your approach to responding to time-sensitive requests and staying organized.
3. Describe your leadership style and how you have successfully applied it to motivate and develop a team. Provide a specific example of a time you coached an employee to achieve a goal they initially thought was out of reach.

### **Scope of Position:**

Under the direction of the In-Custody Death Review (ICDR) Director, the Supervisor I is a working manager responsible for the day- to-day management and oversight of ICDR's analytical staff, programs, and projects. This may include, but is not limited to:

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overseeing ICDR budget, data collection, reporting and analysis.

The Supervisor I manages multiple projects and competing work priorities efficiently. The incumbent must possess strong policy research, analytical, and communication skills. The incumbent is expected to exercise a high level of initiative and independence and demonstrate the ability to effectively communicate, orally and in writing, with a wide variety of external and internal stakeholders, and appropriately represent the department. The incumbent will exercise discretion and confidentiality in the management and communication high level and/or sensitive information.

### **Duties and Responsibilities:**

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

- Provides supervision and oversight of process improvement efforts for division programs and projects and continuously monitors, analyzes and evaluates the quality, quantity and effectiveness of ICDR programs and projects, providing recommendations to the Director, as appropriate. The incumbent will: assist with internal policy development, suggest proactive solutions or alternatives that contribute to the overall efficiency; comprehend and analyze complex policies and/or documents; develop, maintain, and train knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; provide oversight to ensure projects and assignments are completed in a timely and efficient manner. Assign, review, approve, edit, deny and change workload produced by analytical staff.
- Responsible for supervision and oversight of interfacing, coordinating, and collaborating with the internal and external stakeholders relating to ICDR activities. Maintain communication with community members and law enforcement representatives to encourage collaboration. Usher all public facing materials through the formal review process, including coordinating with SMEs to craft responses to various stakeholder inquiries, including but not limited to Public Records Act (PRA) requests.
- Plans, organizes, directs, coordinates, and evaluates the activities and performance of analytical staff and division projects. Ensures that staff have the necessary tools, equipment, and training to effectively perform the essential functions of their positions. Develops training and work plans for staff by setting performance and customer service standards. Monitors, analyzes, and evaluates quality, effectiveness, and transparency of operations. Identifies problem areas, develops strategies to resolve problems, and implements solutions. Directs all operations functions, including but not limited to human resources, facilities, budgets, contracts, and procurement. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions, as necessary. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
- **Other duties as required:** Responsible for various complex and sensitive assignments as required by the upper management, including but not limited to

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participation in personnel-related actions, hearings, studies, state and federal committee meetings, conferences, audits, and training.

- Review and approve travel expense reimbursement claims for ICDR staff using CalATERS in accordance with State rules and departmental guidelines. Direct and provide guidance to staff in arranging and coordinating business travel for the staff including cost effective manner; develop detailed itineraries, and oversee all schedule changes and problems.

### **Desirable Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies, or equivalent, and internal and external stakeholders.
- Experience acting as a project lead, manager, successfully guiding a cross-functional team to meet established objectives.
- Demonstrated strategic thinking, and ability to take initiative, identify issues, and provide proactive solutions.
- High degree of independence and utilize sound decision-making skills while working under pressure of deadlines.
- High degree of initiative, tact, and good judgement.
- Ability to communicate effectively, demonstrate excellent customer service skills, and organizational skills with attention to detail.
- Strong experience demonstrating the ability to work with sensitive information.