



# 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 II

**Position #:**  
917-194-4801-004

**Salary Range:**  
\$7872.00 - \$9781.00

**Issue Date:**  
June 22, 2026

**Final Filing Date:**  
July 6, 2026

**Contact:**  
**BSCC HR**  
[BSCCHr@bscc.ca.gov](mailto:BSCCHr@bscc.ca.gov)

**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 917-194-4801-004. 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

1. Describe how your knowledge, experience, and education are relevant to the position.
2. The Supervisor II oversees a multi-disciplinary team with varying personalities, skillsets, and levels of assignment complexity. Describe your approach to managing these differences while maintaining fairness, accountability, and team cohesion. In your response, include a specific example of how you have balanced differing personalities, supported diverse skill levels, and distributed complex or uneven workloads.
3. Describe your experience managing or supporting a program(s) related to local detention facilities, including how you have addressed the unique needs or challenges of different agencies. In your response, please provide a specific example that demonstrates your ability to adapt, problem-solve, and collaborate effectively with local, state, and/or federal partners.

### Scope of Position:

Under the direction of the Deputy Director (DD), a CEA B, the Supervisor II, is responsible for overseeing the analytical unit of the Facilities Standards and Operations Division (FSO). The Supervisor II establishes program priorities and develops and implements policies and procedures for local detention facility inspection, data collection and analysis, and federal Compliance Monitoring functions. Responsibilities include day-to-day management of division operations, management of local detention facility inspection resources, including data collection software, oversight of data collection, analysis, and report development related to local detention facility inspections and

*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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Board tracking, overseeing agency rulemaking activities, managing the FSO budgets and assisting the FSO CEA in developing division policy and procedures. Occasional travel may be required.

### **Duties and Responsibilities:**

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

Develop and implement policies and procedures in support of local detention facility inspections and federal Compliance Monitoring programs, including data collection and analysis, report development, and technical assistance. Develop and implement policies and procedures to support agency rulemaking activities. Lead, plan, manage, and evaluate FSO Division programs and projects in collaboration with the DD.

Direct the activities of the FSO analyst team through two subordinate supervisors. Directly supervise the work performed by two Supervisor I's. Indirectly supervise, through the two Supervisor I's, and approximately 6 analysts. Conduct regular meetings with managers, analysts and Field Representatives to ensure effective communication and coordination of all FSO functions.

Provide regular updates to the DD; provide direct support to DD on special projects, including legislative reports, Budget Change Proposals, Public Record Act requests, media queries and other sensitive and/or complex issues.

### **Desirable Qualifications:**

- Ability to establish priorities, organize workload, multi-task, work well under pressure, and exercise initiative and flexibility.
- Excellent written and verbal communication skills
- Ability to write/edit detailed reports, including analysis of complex factual scenarios, making objective determinations from the analysis
- Ability to communicate findings in a clear, concise, and well-organized manner
- Team-oriented, excellent communication skills, positive attitude, and ability to work cooperatively with others.
- Ability to analyze complex issues 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