



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:

Field Representative

Position #:

917-191-9613-003

Salary Range:

\$11,324.00 - \$14,133.00

Issue Date:

October 13, 2026

Final Filing Date:

October 27, 2026

Contact:

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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 917-191-9613-003. 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.

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. Describe your experience developing or implementing policies and procedures for a local detention facility or corrections agency.
2. Describe a situation where you facilitated a meeting or workgroup with diverse stakeholders. Provide an example of how you analyzed complex issues, collaborated with stakeholders, and ensured a successful outcome.
3. Describe how you would approach developing a new statewide minimum training standard in response to a legislative mandate. Explain how your experience informs your approach.

Scope of Position:

Under general direction of the STC Deputy Director, the Field Representative – Training Standards and Policy Development Lead serves as the primary lead for statewide job analyses and oversees the development, revision, and maintenance of selection and training standards for local corrections personnel. The Field Representative provides consultative services to support the implementation of those standards, designs and delivers training, administers a course certification system, conducts compliance reviews, develops statewide policy related to training, facilitates workgroups and meetings, and performs other related duties in support of the statewide local corrections training program.

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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Rotation of assignments and divisions may be required to manage unanticipated workloads. Traveling is necessary and required to meet the duties of this assignment.

Duties and Responsibilities:

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

- **Selection and Training** – Design and conduct job analyses, portability studies and validation studies to identify job tasks and required knowledge, skills and abilities for state and local corrections personnel. Develop empirically sound and legally defensible selection and training standards for state and local corrections personnel. Administer the seven-step selection criteria system to comply with federal and state guidelines. Design entry level training curriculum and annual training requirements for state and local corrections personnel. Conduct qualitative reviews of corrections-related courses to assess job relevancy, instructor expertise, adherence to instructional objectives, and appropriate training delivery methodology. Collaborate with local corrections agencies and public/private training providers in the development and administration of programs designed to ensure the competence of local corrections professionals.
- **Policy Development** - Formulate regulations, policies, procedures and guidelines on a variety of correctional issues related to training. Develop, revise and promulgate minimum standards for state and local corrections agencies. Monitor and evaluate emerging national, state, and local programs and “best practices” in a systematic manner to develop effective policy and capitalize on new opportunities. Analyze complex corrections issues, programs and legislation, and present information, alternatives, and policy recommendations to the Legislature, BSCC Board, local governing bodies and other entities. Prepare bill analyses, issue memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs.
- **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, work groups and advisory groups, and lead groups to closure through consensus building. Instruct groups on issues related to the BSCC's mission and goals. Mediate disputes concerning local, state and national standards and court decisions as they impact BSCC programs. Provide a link between local, state and federal interests. Make determinations on difficult, politically sensitive state and local corrections problems to avoid or reduce possible litigation. Establish and maintain cooperative relationships with stakeholders, constituents, organizations and governing bodies impacted by the BSCC's mission. Actively participate in conferences, meetings, or hearings involving problems or issues of considerable consequence or importance. Facilitate a common understanding of the problem and thereby develop a satisfactory solution by either convincing individuals, arriving at a compromise, or developing suitable alternatives.
- **Technical Assistance/Program Support and Outreach** - Advise, consult and provide technical assistance and program support to state and local agencies impacted by BSCC operations. Coordinate with local agencies on conducting needs assessments, developing training plans, identifying and assessing appropriate training and other critical elements of a successful training program

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in order to improve training outcomes. Coordinate solutions to emerging training needs including developing local partnership. Design and deliver training to support local training programs. Train state and local corrections agencies on BSCC minimum standards and effective methods for compliance. Advise and direct state and local decision makers on correctional issues under BSCC's purview. Provide corrections agencies with information to optimize their operations and accomplish their primary purpose in an effective manner. Determine objectives, set priorities and schedule activities in order to ensure the appropriate and timely delivery of services. Prepare and deliver agenda items and presentations for board meetings, task groups, management reviews, stakeholder conferences and other working groups.

- Program Oversight and Compliance - Plan, organize, direct, and conduct on site inspections, investigations, and surveys of state and local corrections facilities and programs to monitor compliance with Board of State and Community Corrections (BSCC) minimum standards. Identify program deficiencies and consult with correctional agencies to develop corrective action plans. Monitor correctional agencies through ongoing communication via telephone, e-mail and/or site visits in order to facilitate their ongoing compliance with minimum standards or corrective action plans. Evaluate the effective, efficient and appropriate use of correctional funding by state and local agencies and in accordance with state and federal laws, regulations, policies and procedures
- Subject Matter Expert – Testify as an expert witness before boards of supervisors, city councils, grand juries and state and federal courts. Serve as a subject matter expert before state and local government and law enforcement groups, detention organizations, commissions, task groups, and citizen groups.
- Other Duties – Develop and instruct courses to assist local agency training managers and instructors (Training Managers Course and Instructor Development Course)

Desirable Qualification:

- Experience drafting, vetting, and successfully implementing policies or training mandates that impact multi-agency or county-level operations.
- Experience analyzing applicable laws and regulations and implementing into policy or practices.
- Awareness of federal and professional standards and practices for the development of selection and training standards.
- Experience with legislative analysis.