



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) 323-3055

Position: (5186)
Staff Services Manager III

Position #:
917-190-4802-001

Salary Range:
\$6,915 - \$7,852

Issue Date:
March 30, 2015

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and Community
Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Final Filing Date:
April 13, 2015
(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

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 a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way
Sacramento, CA 95833

**Please write "917-190-4802-001"
on your application and indicate
the basis of your eligibility in the
job title section. Applications
without this information may be
rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

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.

Scope of Position:

Under the general supervision of the BSCC Executive Director, Management Team and Administration, Research and Program Support Division Deputy Director, the incumbent will provide high level expertise to the BSCC in the transition of BSCC in establishing itself as an independent agency, to serve as a delegated authority on behalf of the agency, and to support and implement the efforts of local and state criminal justice realignment.

Additionally, the incumbent will provide oversight, direct and manage staff in the development and management of the Human Resources (HR), budget, accounting, research, Information Technology (IT) and administrative support services. The incumbent will prepare required state drill and reports, maintains agency data and records, oversee administrative strategic plans, the management of state programs and special projects.

Finally, the incumbent must demonstrate a positive attitude and a commitment to completing their tasks accurately, timely, and to or above their customer's expectations.

Duties and Responsibilities:

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

- Responsible for assuring optimum efficiency for the administrative management and formulation of agency policy; provides guidance and expertise to executive staff on the most complex administrative strategies and functions regarding budget, accounting, IT, and contract services; oversees, plans and assigns workload; reviews and approves work and sets priorities; assists in resolving significant and sensitive policy concerns; and monitor agency expenditures.
- Oversees the compilation and submission of agency information to the Governor's Office, the Legislature, Department of Finance (DOF), and other governmental agencies as requested; works closely with representatives of control agencies regarding complex administrative management issues faced by the agency and their various/diverse components.
- Directs and coordinates managers, supervisors and staff in the development and preparation of state required drills, reports and special projects related to the BSCC and/or other specific program needs; reviews and provides feedback and recommendations on these assignments to ensure a completed work product and compliance with state guidelines and regulations; makes recommendations to Executive Staff regarding fiscal impact, position control, contract and procurement services; and policy considerations.

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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 1/15



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- Advises and provides consultation to all reporting levels within the BSCC related to quality management, promoting professional development and succession planning, responds to staff concerns, and addresses performance issues.
- Provides critical input in the recruitment strategies in the hiring and selection of staff in compliance with state guidelines and regulations and the consultation and implementation of progressive discipline proceedings with staff members.
- Develops administrative policies and procedures, and consults with agency decision making processes. Represents BSCC on sensitive or highly visible projects with the Department of Finance, State Controller's Office, Department of General Services, and other control agencies in the absence of the Deputy Director.