



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: (5552)
Field Representative

Position #:
917-197-9613-xxx

Salary Range:
\$8,216 - \$10,286

Issue Date:
December 16, 2015

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

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
December 31, 2015

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, Suite 200
Sacramento, CA 95833

Please write "917-197-9613-XXX" 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. 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.

Scope of Position:

Under general direction of the Deputy Director, a CEA, the Field Representative is responsible for providing the overall administration and management of major capitol outlay projects for local detention facilities authorized by legislation. The Field Representatives promotes public safety by formulating policy to ensure the safe operation of state and local correctional facilities; conducts inspections to evaluate compliance with Titles 15 and 24 Regulations; plans and completes complex special projects; and provides technical assistance to state and local government and corrections agencies.

Duties and Responsibilities:

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

- **Local Detention Facilities** – Interpret state statute and Legislative intent to distribute and administer up to \$2.4 billion dollars in state lease revenue bond financing for the construction or remodel of county jails and local youthful rehabilitative facilities. Write clear and concise general reports, technical reports, and high level correspondence. Organize and participate in preconstruction meetings with stakeholders involved in the planning, design, construction and/or remodel of a local detention facility; review and approve architectural drawings and specifications for all new construction and remodel projects within local detention facilities to assess cost effectiveness and compliance with Title 24 standards. Develop and implement new Title 15 California Code of Regulations (CCR) for the administration of county construction projects authorized by state law. Facilitate Executive Steering committees in developing Request for Proposals (RFP) and the competitive process for state financing. Coordinate and facilitate statewide meetings with city and county policy-makers to explain the process for submitting a proposal for state financing, technical requirements required by the RFP, and conditions for receiving a competitive award. Coordinate and provide training for counties transitioning into new detention facilities. Attend and participate in local detention facility administrators and managers organizational meetings to provide access to information required to operate constitutionally adequate juvenile and adult detention facilities and programs.
- **Construction Administration** – Reviews architectural plans for the construction of county detention projects financed with lease revenue financing, reviews the scope of work and cost of the construction project, and monitors county construction

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. 11/15



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schedules to ensure that the projects maintain eligibility for lease revenue financing. In conjunction with the California Department of Corrections and Rehabilitation (CDCR) Project Financing Section, prepares preliminary plans and working drawings approval packages, which includes cost estimate, scope, schedule, evidence of completion of environmental reporting requirements and assurance that the project specifications and plans are in compliance with Title 24 regulations for submission to the Department of Finance and the State Public Works Board, so the project can proceed to bid at the direction of CDCR and the Department of Finance.

- **Policy Development** - Formulate regulations, policies, procedures and guidelines specific to legislative state lease revenue bond financing. Maintain ongoing communication via telephone, e-mail and/or site visits in order to facilitate ongoing compliance with minimum standards. 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 mitigate and solve problematic issues through consensus building. 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 in order to achieve 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 and Outreach** - Advise, consult and provide technical assistance to state and local agencies impacted by BSCC operations. 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.
- **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** – Perform other Field Representative related duties critical to the successful administration of BSCC's programs, which may include, preparing presentations for the Board of State and Community Corrections, assisting with town hall meetings and mentoring new staff.