



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: (6029)
Field Representative

Position #:
917-197-9613-XXX

Salary Range:
\$8,596 - \$10,728

Issue Date:
December 27, 2016

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:
January 10, 2017

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:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Application package must include all the required documents. Mailed application must include 917-197-9613-XXX. Incomplete application packages will 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.

POSITION PENDING APPROVAL

Scope of Position:

Under general direction of the County Facilities Construction (CFC) Division Deputy Director, a Career Executive Assignment Level B (CEA B), the Field Representative is responsible for providing the overall administration and management of major capital outlay projects for local detention facilities authorized by legislation. The Field Representative (FR) 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, local, governmental and corrections agencies.

Rotation of assignments and divisions may be required in order to alleviate workload. Traveling to meet the needs of the assignment is required.

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 multibillion-dollar state lease revenue bond financing for the construction or remodel of county jails and local youth rehabilitative facilities. Write clear and concise general and technical reports, and high level correspondence. Organize and participate in pre-construction meetings with stakeholders involved in the planning, design, construction and/or remodel of local detention facilities; 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 (ESC) in developing Requests for Proposals (RFP). Coordinate and facilitate statewide meetings with city and county policy-makers to explain the competitive RFP process 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 meetings to

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. 11/16



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provide access to information required to operate constitutionally adequate juvenile and adult detention facilities and programs.

- **Construction Administration:** Review architectural plans for the construction of county detention projects financed with lease revenue bond financing; review Scopes of Work (SOW's) and costs of the construction project and monitor county construction schedules to ensure projects maintain eligibility for lease revenue bond financing. In conjunction with the California Department of Corrections and Rehabilitation (CDCR) - Project Financing Section, and the BSCC-CFC Capital Outlay Unit, prepare preliminary plans and working drawings approval packages, which include cost estimates, scope, schedule, evidence of completion of environmental reporting requirements and assurance that project specifications and plans are in compliance with Title 24 regulations for submission to the Department of Finance (DOF) and the State Public Works Board (SPWB), so projects can proceed to bid at the direction of CDCR, BSCC-CFC and DOF.
- **Mediation and Facilitation:** Facilitate meetings, task forces, ESC's, work 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 the BSCC's 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 meetings and review, stakeholder conferences and other working groups.
- **Policy Development:** Formulate regulations, policies, procedures and guidelines specific to 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 analysis, issue papers, memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs.
- **Subject Matter Expert** - Testify as an expert witness before boards of supervisors, city councils, grand juries and state and/or 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 construction activities. Prepare presentations for the board, assist with town hall meetings and mentor new staff.