



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: (6355)
Field Representative

Position #:
917-197-9613-XXX
(3 positions)

Salary Range:
\$8,854 - \$11,050

Issue Date:
October 10, 2017

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:
Until Filled

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.

All types of appointments will be considered, including but not limited to, T&D Appointments.

POSITION PENDING DOF APPROVAL

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 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 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; 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). Attend and participate in local detention facility meetings to provide access to information required to operate constitutionally adequate juvenile and adult detention facilities and programs.
- **Technical Assistance and Outreach:** Establish and maintain cooperative relationships with stakeholders, constituents, organizations and governing bodies.

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. 10/17



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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 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.

- **Mediation and Facilitation:** Actively participate in and facilitate conferences, meetings, task forces, ESC's, work/advisory groups 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 building a consensus, convincing individuals, arriving at a compromise, or developing suitable alternatives. Such activities may include, making determinations on difficult and/or politically sensitive state and local corrections problems to avoid or reduce possible litigation.
- **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 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 and/or serve as a Subject Matter Expert (SME) regarding Title 15 and Title 24 regulations and standards, which govern the construction and operation of local detention facilities, before boards of supervisors, city councils, local governments, law enforcement groups, detention organizations, commissions, task groups, citizen groups, grand juries and state/federal courts.
- **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.