



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: (6465)
Staff Services Manager I
(Supervisor)

Position #:
917-194-4800-XXX

Salary Range:
\$5,689 - \$7,068

Issue Date:
February 14, 2018

Contact:
Elizabeth Stevenson-White
(916) 341-6891
Elizabeth.Stevenson-
White@bscc.ca.gov

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

Final Filing Date:
February 27, 2018

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 – CN
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-194-4800-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.

This position is currently PENDING HUMAN RESOURCES APPROVAL.

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

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.

Internal BSCC candidates are encouraged to apply, as selection will be limited to internal candidates.

Scope of Position:

Under general direction of the FSO Deputy Direction, a CEA Level B, works in conjunction with Field Representatives for the four (4) BSCC divisions: Standards and Training for Corrections (STC), Corrections Planning and Grant Programs (CPGP), Facilities Standards and Operations (FSO), and the County Facilities Construction (CFC). The Staff Services Manager I (SSM I), is responsible for the day-to-day management and oversight of FSO's analytical programs and projects. This includes, but is not limited to overseeing FSO budget, managing the agency rulemaking responsibilities, managing the federal Compliance Monitoring Program and overseeing local detention facility inspection resources, data collection, reporting and analysis.

Experience in the criminal and juvenile justice system is helpful, however not required. High-level knowledge and use of Microsoft Excel is required; tasks also require knowledge and use of Tableau, Statistical Analysis System (SAS), and Microsoft's Access, PowerPoint, and Visio software.

Duties and Responsibilities:

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

- Plans, organizes, directs, coordinates, and evaluates the activities and performance of division analytical staff. Ensures that staff have the necessary tools, equipment, and training to effectively perform the essential functions of their positions. Develops training and work plans for staff by setting performance and customer service standards. Monitors, analyzes, and evaluates quality and effectiveness of operations. Identifies problem areas, develops strategies to resolve problems, and implements solutions. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions, as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices

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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including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

- Provides supervisory oversight of unit workload. Serves as project manager for all FSO programs and projects in collaboration with appropriate BSCC staff. Acts as agency Federal Compliance Monitor by coordinating inspection schedules of Retired Annuitants, collecting relevant data, providing required reports to the federal Office of Juvenile Justice and Delinquency Prevention. Oversees agency rulemaking activities by coordinating with division staff, Executive Steering Committee members, members of the public and other stakeholders on regulation revisions and adoption. In collaboration with division and Research Unit staff, develops and manages database and data collection methods. Oversees process improvement efforts for division programs and projects and continuously monitors, analyzes and evaluates the quality, quantity and effectiveness of FSO programs and projects, providing recommendations to the Deputy Director, as appropriate. Assign, review, approve, edit, deny and change workload produced by analytical staff engaged in FSO programs and projects.
- Other duties as required: responsible for various complex and sensitive management assignments as required by the Deputy Director.