



## 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:** (6598)  
Staff Services Manager II  
(Supervisory)

**Position #:**  
917-193-4801-916

**Salary Range:**  
\$6245 - \$7760

**Issue Date:**  
May 23, 2018

**Contact:**  
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(916) 341-6891  
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**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
June 6, 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 917-193-4801-916. 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.*

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

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 direction of the Deputy Director, a CEA B, the Staff Services Manager II (Supervisor), is responsible for the fiscal integrity, operations and services of the Corrections Planning and Grant Programs Division (CPGP). This includes day-to-day management and oversight of all division operations including, but not limited to: overseeing budgets, grant agreements, reporting, data collection, invoicing, grantee monitoring, quality assurance and the implementation and management of GrantVantage, CPGP's management information system. Occasional travel may be required.

### **Duties and Responsibilities:**

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

- Oversight and supervision of CPGP day-to-day analytical and administrative operations including direct supervision of all tasks performed by and/or supervised by two Staff Services Manager I's and will have indirect supervision, through the two SSM I's, of approximately 9 analysts. Conducts regular meetings with managers, analysts and Field Representatives to ensure effective communication and coordination of all CPGP functions. Develops and implements quality assurance measures. Develops staff skills via training opportunities and development of assignments.
- Oversight and management of all program, federal and grant financial processes; monitor GrantVantage (CPGP automated grant management system) for appropriate use and maximum benefit; data coordination and management; develop and use management reports; formulate, recommend and implement necessary changes to procedures and policies; identify trends and projected changes; identify work flow barriers and issues that hinder operations and provide recommendations for resolution, and represent CPGP on complex financial issues.
- Provide regular updates to the Deputy Director (DD); provide direct support to DD on special projects including legislative reports, Budget Change Proposals, Public Record Act requests, media queries and other sensitive and/or complex issues. Perform as CPGP's Coordinator with BSCC's Administration Division to ensure accurate and timely financial information exchanges.

*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*