



## 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:** (6917)  
Staff Services Manager III

**Position #:**  
917-190-4802-001

**Salary Range:**  
\$7897 - \$8966

**Issue Date:**  
January 28, 2019

**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 8, 2019

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 917-190-4802-001. 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.*

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 general supervision of the BSCC Executive Director and Deputy Director, the incumbent will provide high level expertise to the BSCC in the implementation of its administrative services, serve as a delegated authority on behalf of the agency, and support and implement the efforts of local and state criminal justice realignment. Additionally, the incumbent will provide oversight and direct and manage staff in the policy development and management of BSCC's personnel, budget, accounting, research, information technology (IT) and administrative support services. The incumbent will oversee the preparation of required state drill and reports, maintain agency data and records, oversee administrative strategic plans, and oversee the administrative management of state programs and special projects. Finally, the incumbent must demonstrate a positive attitude and a commitment to completing their tasks accurately, timely, and to or above their customer's expectations.

### **Duties and Responsibilities:**

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

- Responsible for assuring optimum effectiveness and efficiency for the formulation and development of agency administrative policies, procedures and practices; provides guidance and expertise to executive staff on the most complex administrative strategies and functions regarding budget, accounting, IT, personnel, procurement and contract services; oversees, plans and assigns workload; reviews and approves work and sets priorities; assists in resolving significant and sensitive policy concerns; and monitors agency expenditures.
- Oversees the compilation and submission of agency information to the Governor's Office, the Legislature, Department of Finance (DOF), and other governmental agencies as requested; works closely with representatives of control agencies regarding complex administrative management issues faced by the agency and their various/diverse components.
- Directs and coordinates managers, supervisors and staff in the development and preparation of state required drills, reports and special projects related to the BSCC and/or other specific program needs; reviews and provides feedback and recommendations on these assignments to ensure a completed work

*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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product and compliance with state guidelines and regulations; makes recommendations to Executive Staff regarding fiscal impact, position control, contract and procurement services; and policy considerations.

- Advises and provides consultation to all reporting levels within the BSCC related to quality management, promoting professional development and succession planning, responds to staff concerns, and addresses performance issues.
- Provides critical input in the recruitment strategies in the hiring and selection of staff in compliance with state guidelines and regulations, and the consultation and implementation of progressive discipline proceedings with staff members.
- Represents BSCC on sensitive or highly visible projects with the Department of Finance, State Controller's Office, Department of General Services, and other control agencies in the absence of the Deputy Director.