

**BOARD OF STATE AND COMMUNITY CORRECTIONS  
CAREER EXECUTIVE ASSIGNMENT  
EXAMINATION ANNOUNCEMENT**

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. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	BOARD OF STATE AND COMMUNITY CORRECTIONS	<b>RELEASE DATE:</b>	Friday, May 15, 2015
<b>POSITION TITLE:</b>	Deputy Director, CEA Level B	<b>FINAL FILING DATE:</b>	Thursday, May 28, 2015
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,384.00 / Month	<b>BULLETIN ID:</b>	05152015_1

**POSITION DESCRIPTION**

**POSITION SCOPE:** Are you searching for a career that you can feel passionate about? Are you interested in working in a challenging environment? Do you have experience in policy development and familiar with State government and possess knowledge of the constitutional responsibilities of the Board of State and Community Corrections? Then consider participating in the examination for the Deputy Director, C.E.A. Level B for the County Facilities Construction Division.

The County Facilities Construction Division (CFC) works in collaboration with local corrections agencies to renovate and construct local jails and juvenile detention facilities in accordance with the California Code of Regulations, Titles 15 and 24. These facilities will enhance public safety by providing offenders with programming and treatment space to help them assimilate into communities and to reduce recidivism.

**GENERAL DESCRIPTION:** Under administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), plans, organizes, directs and coordinates the BSCC's activities within the County Facilities Construction Division and performs such duties as:

**ESSENTIAL FUNCTION:** (Candidates must perform the following functions with or without reasonable accommodations.)

- Develop statewide policies for administering and managing \$2.5 billion dollars in lease/revenue bonds issued by the state Public Works Board (SPWB) as specified in AB 900 (Chapter 7, Statutes of 2007), SB 81 (Chapter 175, Statutes of 2007), AB 1628 (Chapter 729, Statutes of 2010), AB 111 (Chapter 16, Statutes of 2011), SB 1022 (Chapter 42, Statutes of 2012) and SB 863 (Chapter 37, Statutes of 2014). This includes overseeing the development of policies for administering and managing the request for proposal process, interpreting and implementing the legislative intent of the Public Safety and Offender Rehabilitation Services Act of 2007 (AB 900 Chapter 7, Statutes of 2007) and amendments to the California Budget Bill (SB 81, AB 1628 and SB 1022); administer the development of Title 15 regulations to comply with the legislation; statutes, and laws; oversee the development of rating and funding criteria; and the evaluation process for 58 statewide counties.
- Establish statewide policies to administer the review and approval of architectural plans and specifications for all local adult and juvenile construction projects for compliance with law and regulations; the review and approve of operational staffing plans for new or remodeled adult and juvenile detention projects funded by lease/revenue bonds; how to develop and conduct training (transition into new facilities) for counties receiving lease/revenue financing; review and approve the processing of reimbursement claims and the construction schedules submitted by the counties; develop a policy for conducting quarterly construction assessments to determine compliance with regulations and contractual agreements until the project is completed.
- Develop policies to administer the budget for the County Facilities Construction Division, including contracts; direct staff in the development, revision, adoption, and promulgation of minimum standards related to the construction of adult and juvenile detention facilities; conduct investigations in sensitive areas; institute appropriate legal proceedings when necessary; review and/or draft proposed legislation affecting the BSCC.
- Develop statewide policies to administer the submittal of proposals to the state Public Works Board for their approval of construction documents and cost effectiveness to meet state requirements and bond authority approval.
- Direct staff in the establishment and maintenance of positive and effective working relations with sheriffs, local directors of corrections, probation chiefs for the purpose of assessing their needs and providing technical assistance.
- Serve as a member of an executive management team that develops policy and policy alternatives for adoption by the BSCC's gubernatorial-appointed board. Continuously represent the BSCC with local government officials, state decision makers, and act as a link to national policy and professional organizations on a broad range of policies relating to local corrections.
- Assists the Executive Director, Board of State and Community Corrections in formulating and implementing BSCC policy; acts for or represents the Executive Director in her absence at BSCC meetings, public hearings, and in the daily affairs of the Board; and performs other duties as required.

**KNOWLEDGE AND ABILITIES** A. Ability to perform high administrative and policy influencing functions effectively; such overall ability requires possession of most of the following more specific knowledge and abilities: 1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques;

2.Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives;

B. These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization): 1.CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

2.Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.

C. Strong verbal and written communication/advocacy skills. D. Well-developed administrative, managerial, and interpersonal skills and abilities.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

#### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

## **DESIRABLE QUALIFICATION(S)**

1. Demonstrated knowledge of state policies, rules & standards relative to accounting requirements 2. Experience in recommending, developing, and implementing policies relative to program issues 3. Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests. 4. Knowledgeable of the Legislative and budgeting processes. 5. Demonstrable excellent writing and verbal communication skills. 6. Experience in the formulation and implementation of procedures, policies, and programs related to statewide standards, inspections and compliance monitoring 7. Experience in management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; and knowledge of appropriate techniques in the area of establishing partnerships, customer service, training, motivation staff, recognition, progressive discipline, and a manager's role in contributing to and achieving an equal opportunity workplace 8. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality. 9. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC members, institutional and program staff, external stakeholders, and professional groups.

\* Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation program policies. \* Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. \* Experience in the development and implementation of policies and procedures.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, CEA Level B**, with the **BOARD OF STATE AND COMMUNITY CORRECTIONS**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

**EXAMINATION INFORMATION:** The examination process will consist of an application, statement of qualifications, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commensurate with their expressed experience and personal qualifications and the results of which will be mailed. Candidates successfully competing in the examination may be scheduled for an interview to compete for this vacancy.

Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

## **FILING INSTRUCTIONS**

\* Information regarding the completion of a "Statement of Qualifications" may be obtained via the CalHR Internet website: <http://www.calhr.ca.gov/Training/Pages/recorded-webinar-writing-statements-of-qualifications.aspx> \* Please note failure to submit the above documents will result in your disqualification to compete in the examination. \* Salary may be modified in accordance with DPA.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and font size 12 and be NO MORE than 4 pages in length identifying the most current information.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

OFFICE OF THE STATE CONTROLLER, HR/EXAMINATION UNIT  
300 CAPITOL MALL, STE #300, SACRAMENTO, CA 95814  
ARLENE MENDEZ | 916-324-6401 | [amendez@sco.ca.gov](mailto:amendez@sco.ca.gov)

## **ADDITIONAL INFORMATION**

1) Please make sure to Write in Position # 917-197-7500-001 in the Examination(s) Or Job Titles(s) for which you are applying box.

2) Sign the application. Electronic signatures will not be accepted.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF STATE AND COMMUNITY CORRECTIONS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922***

**Class specs:** [CEA and Exempt Appointees](#)