

**BOARD OF STATE AND COMMUNITY CORRECTIONS
c/of STATE CONTROLLER'S OFFICE**

**POSITION TITLE: Deputy Director, Corrections Planning and Grant Programs
Division, CEA Level B**

Position #917-193-7500-001

MONTHLY SALARY RANGE: \$10,360.00 - \$12,341.00

Contact Information:

**Arlene Curry
916-322-7646**

BOARD OF STATE AND COMMUNITY CORRECTIONS

c/o STATE CONTROLLER'S OFFICE

300 Capitol Mall, Suite 300

Sacramento, CA 95814

**Arlene Curry
916-322-7646**

FINAL FILING DATE:

8/22/2019

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 results of this examination will be used only to fill the position of **Deputy Director, Corrections Planning and Grant Programs Division, CEA Level B**, with the **BOARD OF STATE AND COMMUNITY CORRECTIONS**. Applications will be retained for twelve months.

EXAMINATION INFORMATION:

This examination consists of an evaluation of your Statement of Qualifications (SOQ) using pre-determined criteria based on the minimum and desirable qualifications for the position. The SOQ should include detailed and concise information specifically addressing how the candidate's education, training, experience, and competencies relate to each of the items listed.

The SOQ items must be numbered and addressed in the same order as listed; do not consolidate the responses. The SOQ should be no more than three pages in length, single-spaced with one-inch margins and a minimum font size of Arial 12.

Applicants who fail to submit the SOQ as instructed and/or fail to submit all the required documents may be eliminated from the examination process.

Your SOQ must provide responses and specific examples for each item listed below to be considered for the position:

1. Describe your experience in working with the Legislature, Executive Branch and control agencies.
2. Describe your experience in leading and directing the work of multi-disciplinary teams toward successful outcomes.
3. Describe your experience organizing and directing staff, including your knowledge of training, staff motivation, recognition and progressive discipline.
4. Describe your experience in analyzing complex policy problems and developing high level recommendations.
5. Describe your experience in administering, managing, reporting and evaluating state and/or federal grant programs.

FILING REQUIREMENTS:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position. Faxed or emailed applications will not be accepted.
- Resume is required and must be included.
- Statement of Qualifications - **Please see the Examination Information Section for instructions.**

Note: Applicants who fail to submit the SOQ as instructed and/or fail to submit all the required documents may be eliminated from the examination process.

Applications must be submitted by the final filing date to:

**BOARD OF STATE AND COMMUNITY CORRECTIONS
c/o STATE CONTROLLER'S OFFICE
Human Resources
300 Capitol Mall, Suite 300
Sacramento, CA 95814
Arlene Curry
916-322-7646**

POSITION SCOPE:

Under the administrative direction of the Executive Officer, the Corrections Planning and Grant Programs (CPGP) Deputy Director plans, directs and coordinates the state and federal grants and correctional program activities of the BSCC. This position provides high level expertise and assists with the development of policy recommendations regarding the administration of multi-million dollar state and federal grants and programs administered by the BSCC, assists the Governor-appointed State Advisory Committee on Juvenile Justice and Delinquency Prevention and the Juvenile Justice Standing Committee. This position influences the development and implementation of state and local public safety programs, initiates new legislative mandates, develops long and short-range goals to ensure effective utilization of resources, and directs grant program administration to comply with state and federal laws.

GENERAL DESCRIPTION:

The BSCC is an independent statutory agency that provides leadership, coordination and technical assistance in support of local community corrections systems. The BSCC promulgates regulations for the operation of adult and juvenile detention facilities and conducts regular inspections of those facilities, develops standards for the selection and training of local corrections and probation officers, administers numerous public safety-related grant programs, and administers state lease revenue bonds for the construction of local adult and juvenile facilities.

DESIRABLE QUALIFICATIONS:

1. Demonstrated knowledge of state policies, rules & standards related to accounting and budget requirements,
2. Experience in recommending, developing, and implementing policies relative to program issues.
3. Managerial and leadership 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. Experience in the formulation and implementation of procedures, policies, and programs related to grant acquisition and management.
6. Experience in providing executive level advice and consultation to department management regarding evidence-based and promising best practices from around the country in state and local adult and juvenile corrections, probation and parole education, diversion and recidivism reduction programs.
7. Experience in grant management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in establishing effective relationships, training, motivating staff, recognition, progressive discipline, and a manager's role in contributing to and achieving an equal employment opportunity workplace.
8. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC and SACJJDP members, institutional and program staff, external stakeholders, and professional groups.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin.

Eligibility to take a CEA examination does not require current permanent status in civil service.

Applicants must also satisfy the minimum qualifications as shown below:

- 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;
 3. Well-developed leadership, administrative, managerial and interpersonal skills and abilities.
- 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. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies;
 2. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies;
 3. 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;
- E.** Knowledge of state and federal grant administration, evaluation, and reporting processes.

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