



## 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) 323-3055.*

**Position:** (JC-44752)  
Deputy Director, County  
Facilities Construction Division

Career Executive Assignment  
Level B (CEA B)

**Position #:**  
917-190-7500-001

**Salary Range:**  
\$9,255 - \$11,024  
**\*Ability to pay up to \$11,400**

**Issue Date:**  
November 28, 2016

**Department Contact:**  
Stefanie Reyes  
(916) 322-8022  
[stefanie.reyes@bscc.ca.gov](mailto:stefanie.reyes@bscc.ca.gov)

**Position Location:**  
Board of State &  
Community Corrections  
2590 Venture Oaks Way,  
Suite 200  
Sacramento, CA 95833

**Final Filing Date:**  
UNTIL FILLED

Please write "917-190-7500-001" on  
your application.

### EQUAL OPPORTUNITY EMPLOYER

The State of California and the Board of State and Community Corrections (BSCC) 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 and the BSCC 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.

### DEPARTMENT INFORMATION

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.

### SCOPE OF POSITION

Under administrative direction of the BSCC Executive Director, the Deputy Director of the County Facilities Construction (CFC) Division plans, organizes, directs and coordinates all activities to competitively award jail construction grants, manage the state lease revenue bond process, coordinate local and state partnerships, and provide oversight of the Title 15 components of the construction projects. The CFC Deputy Director is responsible for policy formation and decision making to ensure the effective operation of the Division, communicating with state and local policy makers, and coordinating the timely completion of major facility construction project milestones.

See attached duty statement for additional information.

### APPLICATION INSTRUCTIONS

FINAL FILING DATE  
UNTIL FILLED

### WHO MAY APPLY

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

### HOW TO APPLY

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:



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### Address for Drop-Off Application Packages:

State Controller's Office  
Human Resources Office  
ATTN: Arlene Mendez  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

Monday-Friday from 8:00 AM to 5:00 PM

**OR**

Application packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

### REQUIRED APPLICATION DOCUMENTS

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.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.
- Statement of Qualifications (SOQ) - The SOQ 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 SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing and must be typed using 12 point font and be NO MORE than 4 pages in length identifying the most current information. Resumes do not take the place of an SOQ.
- Résumés are optional and may be included, but are not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO Contact listed on this job posting.

### EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

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



**GENERAL QUALIFICATIONS**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**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.
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.

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.

**DESIERABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Demonstrated knowledge of policies, rules & standards relative to the state lease revenue bond process.
2. Demonstrated knowledge of general construction processes.
3. Demonstrated knowledge of Title 15 regulations & their appropriate application within local adult & juvenile facilities.



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4. Demonstrated knowledge of State & Federal statutes & regulations that apply to & impact the work of the CFC & the BSCC.
5. Ability to analyze complex problems & recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; & maintain confidentiality.
6. Demonstrated experience in recommending, developing, & implementing effective statewide policies & procedures.
7. Managerial experience that demonstrates the ability to successfully apply organizational planning, communicate clearly, facilitate decision-making, promote team work, & define & achieve success.
8. Demonstrated experience in developing cooperative working relationships with advocacy groups, law enforcement, governmental agencies & the public.
9. Excellent writing & verbal communication skills for diverse audiences such as legislators, local government representatives, the executive branch, BSCC members, institutional & program staff, stakeholders & professional groups.
10. Demonstrated leadership, flexibility, & judgment in program administration, resource management, & accountability necessary to perform in the capacity of a Deputy Director.
11. Demonstrated experience in applying principles & techniques of personnel management, supervision, staff development & position control.
12. Demonstrated ability to present policy issues before the legislature, local governments, governing bodies, control agencies, stakeholder groups and/or the public.

### **EXAMINATION INFORMATION**

The examination process will consist of an application and statement of qualifications 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. A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. Hiring interviews may be conducted with the most qualified candidates.

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. 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.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.



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The examining Department 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.

### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

### **CONTACT INFORMATION**

The Human Resources Contact is available to answer questions regarding the position or application process.

- Human Resources Contact:  
Arlene Mendez  
(916) 322-7646
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:  
Judy Lucas  
(916) 324-2223  
[JLucas@sco.ca.gov](mailto:JLucas@sco.ca.gov)

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

### **FILING INSTRUCTIONS**

Please note failure to submit the documents listed below will result in your disqualification to compete in the examination.

**Board of State and Community Corrections (BSCC)**  
**DUTY STATEMENT**

Classification: Career Executive Assignment Level B (CEA B),  
Deputy Director  
Position Number: 917-190-7500-001  
Division: County Facilities Construction (CFC) Division  
Incumbent: **VACANT**

**SECTION A: GENERAL DESCRIPTION**

Under the administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), the CFC Deputy Director (CEA B) is responsible for administering, managing, and directing the activities for the implementation of the local adult and juvenile facilities construction programs.

**SECTION B: ESSENTIAL FUNCTIONS**

*Candidates must have the ability to perform the following essential functions with or without reasonable accommodations.*

<b>% of Time Spent</b>	<b>Typical Tasks</b>
30%	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), SB 863 (Chapter 37, Statutes of 2014) and SB 844 (Chapter 34, Statutes of 2016). This includes overseeing the development of policies for administering and managing the Request For Proposal (RFP) process, interpreting and implementing legislative intent; administer the development of Title 15 regulations to comply with the legislation, statutes, and laws; oversee the development of rating and funding criteria and evaluate proposals of competing counties.
20%	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; review and approval of operational staffing plans for new or remodeled adult and juvenile detention projects funded by lease/revenue bonds; develop and conduct training (transition into new facilities) for counties receiving lease/revenue bond financing; review and approve reimbursement claims processing and construction schedules submitted by counties; develop policies for conducting quarterly construction assessments to determine compliance with regulations and contractual agreements through project completion.

- 15% Develop policies to administer the budget for the CFC Division, including contract administration; 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's local facility construction financing programs.
- 15% Develop statewide policies to administer the submittal of proposals to the SPWB for approval of construction documents and cost effectiveness to meet state requirements and bond authority approval.
- 10% Direct staff in the establishment and maintenance of positive and effective working relations with sheriffs, local directors of corrections, probation chiefs, etc. for the purpose of assessing their construction needs and providing technical assistance.
- 5% Serve as a member of the BSCC's Executive Management; develop policy and 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.
- 5% Assists the BSCC's Executive Director in formulating and implementing policy; acts for or represents the Executive Director in his/her absence at meetings, public hearings and in the daily affairs of the BSCC; performs other duties as required.

### **SECTION C: NON-ESSENTIAL FUNCTIONS**

NONE

### **SECTION D: ADA REQUIREMENT**

Alternative will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

### **SECTION E: KNOWLEDGE, SKILLS AND ABILITIES**

Incumbent 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.
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.

#### **SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)**

Responsible for extensive managerial and program administration and substantial participation in the formulation, operation, and/or evaluation of program policies and statewide policy relative to state and local criminal justice systems.

#### **SECTION G: PERSONAL CONTACT**

Will have personal contact with state and local law enforcement, local governmental agencies, legislators, state control agencies, the executive branch, BSCC members and staff, advocacy groups, institutional and program staff, external stakeholders, media, and professional groups.

#### **SECTION H: WORK ENVIRONMENT**

Will work in an office building in Sacramento, California. Incumbent must be able to travel as needed across California, and in rare cases, outside of California to attend meetings and events. Travel may include flying or driving and overnight stays.



**SECTION I: PHYSICAL REQUIREMENTS**

<i>Check the frequency of activity required of the employee to perform the job</i>				
Activity (Hours per day)	Never (0 Hours)	Occasionally (up to 3 hours)	Frequently (3 to 6 hours)	Constantly (6 to 8 hours)
Sitting				X
Walking		X		
Standing			X	
Bending (neck/waist)			X	
Squatting		X		
Climbing stairs		X		
Kneeling		X		
Crawling	X			
Twisting (neck/waist)		X		
Is repetitive use of hand(s) required?				X
Simple Grasping (R or L)			X	
Power Grasping (R or L)	X			
Fine Manipulation (R or L)			X	
Pushing/Pulling (R or L)	X			
Reaching (above/below shoulder level)		X		
Lifting/Carrying	Describe the heaviest item required to be lifted or carried, the frequency and the distance:  Suitcase in airport as needed for travel.			

**SECTION J: SIGNATURE**

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

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 Employee's Signature

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 Date

I have discussed and provided a copy of this duty statement to the employee named above.

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 Supervisor's Signature

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 Date