



## 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:**

Staff Services Manager II  
(Managerial)

**Position #:**

917-190-4969-001

**Salary Range:**

\$7442 - \$8453

**Issue Date:**

May 19, 2020

**Contact:**

Elizabeth Stevenson-White  
916-341-6891  
Elizabeth.Stevenson-  
White@bscc.ca.gov

**Location:**

2590 Venture Oaks Way, Ste 200  
Sacramento, CA 95833

**Final Filing Date:**

May 21, 2020

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 electronically via email to:**

**Elizabeth.Stevenson-  
White@bscc.ca.gov**

**Application package must include all the required documents. Mailed application must include 917-190-4969-001. 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.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

*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.*

**This recruitment is limited to BSCC internal candidates only.**

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 Chief of Administration, a Staff Services Manager III, the Chief Fiscal Officer, a Staff Services Manager II (Supervisory), is responsible for the fiscal integrity, operations and services of the Board of State and Community Corrections (BSCC). This includes the day-to-day management and oversight of the BSCC's financial operations including, but not limited to: overseeing budgets, accounting, local assistance processes, fiscal policy/procedures/controls and the implementation and management of the Financial Information System for California (FI\$Cal).

**Duties and Responsibilities:**

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

Serves as the Chief Fiscal Officer for the BSCC. Oversees preparation of the BSCC's annual budget and represents the BSCC in meetings on complex issues with governmental control agencies including the Department of Finance (DOF), Legislative Analyst's Office (LAO), and the State Controllers Office (SCO). Responsibilities encompass:

- Oversight and supervision of subordinates who perform the duties associated with the accurate and timely preparation and submission of all budget documents and reports required by the DOF and LAO, including all galleys, schedules, and BCP's submitted in normal budget cycles as well as additional reports mandated through Executive Orders, Budget Letters or other means.
- Collaboratively advises and consults with BSCC executive management and other key staff to align the BSCC budget with BSCC priorities. Performs and/or oversees analyses of budget change proposals, proposed legislation and other budgetary initiatives for potential fiscal impact and provides recommendations to management.
- Informs and advises executive staff of the status of expenditures via budget plans; provides expert consultation and recommendations for solutions to short

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and long-term fiscal issues.

- Assists management with preparations for and participates in legislative budget hearings
- Serves as the Chief Accounting Officer for the BSCC. Oversees staff that performs the duties associated with the day-to-day operations of BSCC's internal accounting operations including invoice processing, travel claims, petty cash, credit card management and other functions. Represents the BSCC on complex accounting issues with vendors and control agencies. Formulates, recommends and implements changes to procedures policies and program alternatives associated with the accounting functions of the BSCC. Responsibilities also encompass:
- Providing fiscal administration and support to the BSCC by overseeing processes and establishing best practices to ensure the timely posting of all accounting transactions, reconciliation of general ledger accounts, and preparation of financial statements.
- Recommend and implement new/existing accounting policies and procedures in accordance with BSCC's responsibilities, requirements, goals, audits findings and applicable State laws, rules and regulations.
- Administer systems related to financial accounting and reporting, including all tasks related to FISCAL implementation and management.
- Oversight of all accounting functions transferred from DGS to BSCC including, but not limited to, staff, collections, cashing, cash management, reimbursement control, system design, time accounting, commitment control, receivable control, data control, fiscal control and reconciliation and reporting.
- Advise executive management and staff on financial matters and communicate with control agencies to resolve sensitive and complex issues.
- Work with Admin-Contract's and division staff to develop budgetary and accounting components of contracts to track payments in accordance with contract requirements.
- Oversees the fiscal operations and processes of the BSCC's local assistance programs, including various special funds, bond funds and federal funds and reimbursements.
- Manage and direct the work of the Fiscal Management Team staff. Distributes workload and facilitates cross-training as needed to adapt to changing program requirements. Develops skills of staff via training opportunities and development of assignments

### **Desirable Qualifications:**

- Experience managing Accounting and Budgets Operations on an administrative level
- Knowledge of the trends and practices in successfully managing and

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troubleshooting California's Financial Information System (Fi\$Cal)

- Experience monitoring multiple and varying appropriations for a state agency
- Ability to reason logically and creatively; and excellent problem solving skills
- Ability to establish and maintain working relationships with others and provide superior customer service
- Excellent managerial skills (e.g., the ability to successfully lead, coach, and supervise others)