



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:

C.E.A – Deputy Director

Position #:

917-191-7500-XXX

Salary Range:

\$7,781 - \$18,859

Issue Date:

May 18, 2022

Final Filing Date:

June 2, 2022

Contact:

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916-341-6891

Elizabeth.Stevenson-
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Location:

Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

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: Talent Management Unit, Kelli Simpkin
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-191-7500-XXX. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

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.

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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.

Your Statement of Qualifications will be evaluated using pre-determined criteria based on the minimum and desirable qualifications for the position. The Statement of Qualifications (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; responses should be high-level, but specific enough to provide the general nature of the services provided and involvement in the oversight.

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.

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

1. Describe your knowledge of the structure and functions of California State Government specifically the Legislature and the Executive Branch, and their interactions with the BSCC.
2. Describe your experience organizing and directing multi-level staff including your knowledge of training, staff motivation, recognition, and progressive discipline.
3. Describe your knowledge of the principles and practices of fiscal management as they relate to the BSCC.
4. Describe your experience in gaining the confidence and support of executive leadership and providing effective advice on a wide range of administrative and operational matters and policies.

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021



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5. Describe your experience managing a complex budget that includes grant programs and federal funds

Scope of Position:

Under the administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), the Administration Deputy Director (CEA B) is responsible for administering, managing, and directing the activities for administrative operations and programs of the agency.

Duties and Responsibilities:

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

- Provides strategic direction and develops, implements and maintains administrative, financial and IT policies and programs related to fiscal management, procurement and contracting, facility management, business services, accounting, budgets, human resources and IT. Collaborates with the BSCC Executive Team regarding policy development, planning and problem resolution. Serves as the chief administrative, financial and IT advisor to the executive team. Provides day to day decisions on administrative operations, procedures and implementation of programs.
- Responsible for personnel management, training, labor relations, and health and safety programs. Provides strategic direction and planning in the acquisition of all agency goods and services, both IT and non-IT. Acts as the BSCC's Procurement Officer, directs contract preparation, purchasing and reporting, fleet services, business services, mail support services, SB/DVBE participation, acts as the SB/DVBE Advocate; Information Technology, including helpdesk support, server management, network security, disaster recovery and business continuity plans.
- Serves as the primary executive liaison with State control agencies and the State Legislature regarding budget and other financial, administrative and IT matters, including testimony before legislative committees, as needed. Prepares BSCC's budget based on the goals, objectives, projects and strategies of the BSCC Executive Team. Provides executive direction for short and long-term budget planning and administrative operational expenses. Provides oversight of various, complex, funding sources including general funds, federal funds and special funds.
- As a member of the Executive Team, participates in the identification of sensitive issues, advises and makes recommendations on proposals, and formulates policies and strategies to best meet agency objectives. Develops and implements administrative policies, and monitors compliance and effectiveness. Coordinates inquiries, audits and reviews of BSCC programs and activities.
- 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.

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Desirable Qualifications:

- Knowledge of California Legislative processes
- Knowledge of California's budget process
- Knowledge of the principles and practices of public policy