



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:

Staff Services Manager I

Position #:

917-190-4800-001

Salary Range:

\$5,311 - \$6,598

Issue Date:

January 25, 2016

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

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

Final Filing Date:

February 5, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

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 a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-190-4800-xxx" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may 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.

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.

Scope of Position:

Under the direction of the Chief of Administration, a Staff Services Manager III, the Staff Services Manager I (SSM I), is responsible for the day-to-day management and oversight of the Board of State and Community Corrections' (BSCC) Administrative Services operations. This includes, but is not limited to: budgets, accounting, procurement, contracts, business services and program support.

Duties and Responsibilities:

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

- Plans, organizes, directs, coordinates, and evaluates the activities and performance of analytical and support staff engaged in administrative services. Ensures that staff has the necessary tools, equipment, and training to effectively perform the essential functions of their positions. Develops training and work plans for staff by setting performance and customer service standards. Monitors, analyzes, and evaluates quality and effectiveness of operations. Identifies problem areas, develops strategies to resolve problems, and implements solutions. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions, as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
- Provides managerial oversight of budgets, procurement, contracts, accounting, business services, facility operations, FI\$Cal, personnel and program support (clerical) activities for the BSCC. Oversees process improvement efforts for the various activities mentioned above, in order to improve efficiency and ensure excellent service to internal and external customers. Monitors, analyzes, and evaluates the quality, quantity, and effectiveness of the Administrative Services Section. Review, approve, edit, deny, change workload produced by analytical and support staff engaged in the activities mentioned above. Provides consultative services to program managers and supervisors on all administrative manners and workload.

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. Rev. 11/15



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- Performs administrative duties including, but not limited to the following: adheres to BSCC policies, rules, and procedures, submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner, and submits timesheets by the due date.
- **Other duties as required:** Responsible for various other administrative related analytical, supervisory, technical and/or clerical tasks associated with supporting the BSCC's administrative activities.