



## 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:** (1212)  
Field Representative

**Position #:**  
917-193-9613-003

**Salary Range:**  
\$10,363.00 - \$12,933.00

**Issue Date:**  
October 31, 2022

**Final Filing Date:**  
November 14, 2022

**Contact:**  
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(916) 341-6891  
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**Location:**  
Board of State and Community  
Corrections  
2590 Venture Oaks, Suite 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: Classification Unit – IG  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-193-9613-003. 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.*

*All applicants must successfully complete the Field Representative Exam. This process is separate, and in addition to, applying for a vacancy. The Following link outlines the Field Representative Exam process: [https://www.bscc.ca.gov/s\\_fieldrepexam/](https://www.bscc.ca.gov/s_fieldrepexam/)*

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 Deputy Director, Corrections Planning and Grant Programs (CPGP) Division, a CEA, this position works to oversee program planning and policy development functions; develops, administers, and evaluates state and local funded programs and plans designed to improve the effectiveness of state and local correctional systems, reduce costs, maximize resources, and enhance public safety; provides statewide leadership and complex evaluation and analysis of evidence-based, effective, and promising juvenile and criminal justice programs, practices, and strategies, outcome measurement data, gaps in service, systems change analysis, and evaluation of programs relative to the state's and the counties' overall plans. Provide extensive technical assistance (TA), consultation and training to state and local justice system policymakers. Coordinate activities and communicate effectively with staff within and across the organization.

Rotation of assignments and divisions may be required to manage unanticipated workload. Traveling is necessary and required to meet the duties of this assignment.

### **Duties and Responsibilities:**

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

- **Program Planning, Development, Oversight and Compliance:** Conduct Executive Steering Committees (ESCs) and other work groups to gather input on applications, policies, practices, funding applications, etc., and prepare findings and recommendations to submit to advisory body for approval, as needed. Provide input, review, approval, and submission of annual applications for funding, including multi-year program plans, and local assistance funding applications; Plan, organize, direct, and conduct on site inspections, investigations, and surveys of state and local corrections facilities and programs to monitor compliance with federal and state standards. Consult with agencies to develop corrective action plans and provide technical assistance (TA) electronically or on site, as needed, to address any problems noted, prepare reports, and monitor implementation of corrective action plans to ensure

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deficiencies are corrected. Evaluate the effective, efficient, and appropriate use of correctional funding by state and local agencies and in accordance with state and federal laws, regulations, policies, and procedures.

- **Technical Assistance/Program Support and Outreach** - Advise, consult and provide technical assistance and program support to state and local agencies impacted by BSCC operations. Coordinate with local agencies on conducting needs assessments, developing training plans, identifying and assessing appropriate training and other critical elements of a successful training program in order to improve training outcomes. Coordinate solutions to emerging training needs including developing local partnership. Design and deliver training to support local training programs. Train state and local corrections agencies on BSCC minimum standards and effective methods for compliance. Advise and direct state and local decision makers on correctional issues under BSCC's purview. Provide corrections agencies with information to optimize their operations and accomplish their primary purpose in an effective manner. Determine objectives, set priorities and schedule activities in order to ensure the appropriate and timely delivery of services. Prepare and deliver agenda items and presentations for board meetings, task groups, management reviews, stakeholder conferences and other working groups.
- **Facilitation and Mediation:** Facilitate meetings, task forces, ESCs, work groups and advisory groups and lead groups to closure through consensus building. Instruct groups on issues related to the BSCC's mission and goals. Mediate disputes concerning local, state, and national requirements and standards and court decisions as they impact BSCC programs. Provide a link between local, state, and federal interests. Make determinations on difficult, politically sensitive state and local corrections problems to avoid or reduce possible litigation. Establish and maintain cooperative relationships with stakeholders, constituents, organizations, and governing bodies impacted by the BSCC's mission. Actively participate in conferences, meetings, or hearings involving problems or issues of considerable consequence or importance to achieve a common understanding of the problem and thereby develop a satisfactory solution.
- **Policy Development:** Formulate regulations, policies, procedures, and guidelines on a variety of correctional issues. Monitor and evaluate emerging national, state, and local programs and evidence-based, effective, and promising juvenile and criminal justice programs, practices, and strategies in a systematic manner to develop effective policy and capitalize on new opportunities. Analyze complex corrections issues, programs and legislation, and present information, alternatives, and policy recommendations to the Legislature, Board, local governing bodies, and other entities. Prepare bill analyses, issue memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs
- **Research and Special Studies:** Plan, organize, direct, implement and review comprehensive needs assessment surveys, organizational studies, and program reviews and write findings reports. Evaluate the needs of corrections agencies, research feasible and innovative solutions to identified problems and issues and recommend appropriate solutions. Prepare plans and proposals that meet the needs of corrections agencies while maintaining BSCC

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organizational credibility and program responsibility; evaluate agency program and budget activities. Respond in a flexible and timely manner to the BSCC and its management team on a variety of special assignments and iss.

- **Other Duties** – Perform other Field Representative related duties such as the development of training plans, legislative analysis and other tasks that may arise that are critical to the successful administration of BSCC's programs.

### **Desirable Qualifications:**

- Experience Administering a Grant Program
- Experience Managing/Overseeing Budgets
- Experience with Evidence-Based Approaches