



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: (629)
Staff Services Manager I

Position #:
917-191-4800-XXX

Salary Range:
\$6,403 - \$7,954

Issue Date:
July 23, 2021

Final Filing Date:
August 5, 2021

Contact:
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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: Classification Unit – CN
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-191-4800-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.

All types of appointments will be considered, including but not limited to, T&D Appointments.

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, Standards and Training for Corrections Division, this position supervises subordinate staff and works with expert consultants and Field Representatives to oversee planning and administrative functions for the development of selection and training standards to improve the professionalism of the local corrections workforce. This position is responsible for managing and coordinating the workload of subordinate staff, expert consultants, and loaned subject matter experts to complete complex projects to develop selection and training standards.

Duties and Responsibilities:

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

- **Supervision, Program and Fiscal Management:** Supervise the workload of analyst staff, Graduate Student Assistants, and expert consultants; adjust assignments, as needed; conduct regularly scheduled employee performance reports; provide staff training; conduct hiring processes to fill vacancies.

Oversee the selection and training standard development functions, including job analyses, validation studies, written exams, selection screening tools, and training content for entry-level academies. Manage the development and implementation of program guidelines, compliance and monitoring procedures, processing invoices, progress reports, and adherence to contract requirements. Prepare budget projections, planning documents, and legislative analyses. Ensure the accurate and timely preparation and submission of required reports. Work with project staff, subordinate staff, Field Representatives, and management to resolve any problems related to fiscal, programmatic and administrative issues. Identify, assess, and continuously evaluate budget, accounting, contract and program processes and procedures. Develop recommendations to management to improve efficiency and effectiveness and implement approved changes.

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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- **Management of Program and Fiscal Systems:** Identify data and information needs and manage the development and maintenance of the Annual Training Plan and Learning Management Systems, statewide systems used to administer the STC program. Oversee the administration of approximately \$20 million in grant funding to over 160 local corrections agencies that participate in the STC program.
- **Compliance and Other Related Assignments:** Manage the annual compliance review process. Develop policies and procedures in support of the annual compliance review process. Ensure that compliance reviews are conducted in compliance with policy and that findings are appropriate. Coordinate the annual report provided to the Board. Serve as liaison to other BSCC divisional staff and staff in other state agencies regarding budget and program information; participate in special projects related to standards development, regulation revision, and data collection and reporting, as needed.

Desirable Qualifications:

- Skill in complex project management
- Experience in learning management software
- Experience in managing program budgets
- Knowledge of job analysis and selection validation studies