



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: (686)
Staff Services Manager II
(Managerial)

Position #:
917-194-4969-004

Salary Range:
\$7,781 - \$8,838

Issue Date:
September 1, 2021

Final Filing Date:
September 15, 2021

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

Application package must include all the required documents. Mailed application must include 917-194-4969-004. 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 (DD), a CEA B, the Staff Services Manager II (Managerial) (SSMII), is responsible for overseeing the analytical unit of the Facilities Standards and Operations Division (FSO). The SSMII establishes program priorities and develops and implements policies and procedures for local detention facility inspection, data collection and analysis, and federal Compliance Monitoring functions. Responsibilities include day-to-day management of division operations, management of local detention facility inspection resources, including data collection software, oversight of data collection, analysis, and report development related to local detention facility inspections and Board tracking, overseeing agency rulemaking activities, managing the FSO budgets and assisting the FSO CEA in developing division policy and procedures. Occasional travel may be required.

Duties and Responsibilities:

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

- Develop and implement policies and procedures in support of local detention facility inspections and federal Compliance Monitoring programs, including data collection and analysis, report development, and technical assistance. Develop and implement policies and procedures to support agency rulemaking activities. Lead, plan, manage, and evaluate FSO Division programs and projects in collaboration with the DD.
- Direct the activities of the FSO analyst team through two subordinate managers. Directly supervise the work performed by two Staff Services Manager I's. Indirectly supervise, through the two SSM I's, approximately 6 analysts and one office technician. Conduct regular meetings with managers, analysts and Field Representatives to ensure effective communication and coordination of all FSO functions.
- Provide regular updates to the DD; provide direct support to DD on special projects including legislative reports, Budget Change Proposals, Public Record Act requests,

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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media queries and other sensitive and/or complex issues.

Desirable Qualifications:

- Knowledge of business English and correspondence and principles of effective training.
- Ability to assess complex matters and be aware of critical issues by developing effective courses of action to solve problems.
- Ability to work under pressure and establish workload priorities in order to meet critical time frames.
- Dependable, punctual, with an excellent attendance record, as well as the ability to effectively communicate.
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Proven ability to exercise a high degree of confidentiality, initiative, responsibility and independence.
- Excellent computer skills using Microsoft Excel, Word, PowerPoint, and Outlook.