



## 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:** (6918)  
Field Representative

**Position #:**  
917-194-9613-005

**Salary Range:**  
\$9,120 - \$11,382

**Issue Date:**  
January 29, 2019

**Contact:**  
Elizabeth Stevenson-White  
(916) 341-6891  
[Elizabeth.Stevenson-White@bscc.ca.gov](mailto:Elizabeth.Stevenson-White@bscc.ca.gov)

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

**Final Filing Date:**  
Until Filled

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 Office  
ATTN: Classification Unit - CN  
300 Capitol Mall, Ste. 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-194-9613-005. Incomplete application packages will 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 general direction of the Deputy Director, the Field Representative promotes public safety by formulating policy to ensure the safe operation of state and local correctional facilities; conducts inspections to evaluate compliance with policy; administers grant and local assistance programs; plans and completes complex research projects and special studies; and provides technical assistance to state and local corrections agencies.

Rotation of assignments and divisions may be required in order to alleviate the workload. Traveling to meet the needs of the assignment is required.

### Duties and Responsibilities:

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

- **Local Detention Facilities** – Write clear and concise multi-page inspection reports, technical reports, and reports detailing findings of multi-year studies. Review crowding assessment reports and approve suitability plans of crowded local juvenile detention facilities. Organize and participate in preconstruction meetings with stakeholders involved in the planning, design, construction and/or remodel of a local detention facility; review and approve architectural drawings and specifications for all new construction and remodel projects within local detention facilities to assess cost effectiveness and compliance with Title 24 standards. Conduct investigations, studies, analysis and assessments of local detention facilities related to the safety, security, and cost effectiveness of operations within these facilities and publish the findings. Administer the Jail Profile and Juvenile Detention Profile Surveys, which includes collecting, analyzing and reporting data providing a statewide profile of local jails and juvenile detention facilities. Administer Compliance Monitoring of the federal Juvenile Justice and Delinquency Prevention Act (JJDP), including inspecting, monitoring, training, data collection and analysis, and providing technical assistance to local jurisdictions related to core protections of the JJDP. Attend and participate at local detention facility administrators and managers organizational meetings to provide access to information they require to operate constitutionally adequate juvenile and adult detention facilities and programs. Review and provide written response to complaints regarding conditions of confinement received from the public and/or detainees as they relate to the operation of local detention facilities and compliance with Title 15 and 24

*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. 10/17*



Standards.

- **Program Oversight and Compliance** - Plan, organize, direct, and conduct on-site inspections, investigations, and surveys of state and local corrections facilities and programs to monitor compliance with Board of State and Community Corrections (BSCC) minimum standards, including review of architectural plans to determine compliance with building standards. Identify program deficiencies and consult with correctional agencies to develop corrective action plans. Monitor correctional agencies through ongoing communication via telephone, e-mail and/or site visits in order to facilitate their ongoing compliance with minimum standards or corrective action plans.
- **Policy Development** - Formulate regulations, policies, procedures and guidelines on a variety of correctional issues. Develop, revise and promulgate minimum standards for state and local corrections agencies. Monitor and evaluate emerging national, state, and local programs and "best practices" in a systematic manner in order 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, BSCC 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.
- **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, 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 standards and court decisions as they impact BSCC programs. Provide a link between local, state and federal interests. Collaborate with state and local agencies with oversight authority. 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 in order to achieve a common understanding of the problem and thereby develop a satisfactory solution by either convincing individuals, arriving at a compromise, or developing suitable alternatives.
- **Technical Assistance and Outreach** - Advise, consult and provide technical assistance to state and local agencies impacted by BSCC operations. 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.
- **Research and Special Studies** – Plan, organize, direct, implement and review comprehensive needs assessment surveys, organizational studies, and



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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 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 issues.

- **Subject Matter Expert** - Testify as an expert witness before boards of supervisors, city councils, grand juries and state and federal courts. Serve as a subject matter expert before state and local government and law enforcement groups, detention organizations, commissions, task groups, and citizen groups.
- **Other Duties** – Perform other Field Representative related duties such as data collection and analysis, development of training plans, legislative analysis and other tasks that may arise that are critical to the successful administration of BSCC's programs.