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
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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 (JJDPA), including inspecting, monitoring, training, data collection and analysis, and providing technical assistance to local jurisdictions related to core protections of the JJDPA. 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...
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.

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
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