



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: (747)
Staff Services Manager I
(Two Positions)

Position #:
917-194-4800-001
917-194-4800-008

Salary Range:
\$6403 - \$7954

Issue Date:
October 21, 2021

Final Filing Date:
November 4, 2021

Contact:
Elizabeth Stevenson-White
Elizabeth.Stevenson-White@bscc.ca.gov
916-341-6891

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 917-194-4800-001/008. 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.

To be considered for the position you must complete and submit a Statement of Qualifications (SOQ) Form in addition to your Examination/Employment Application Std 678. Cover letters and resumes do not take the place of the SOQ.

The SOQ serves as documentation of your ability to present information clearly and concisely in writing. It will be evaluated based on the content and written communication skills demonstrated in each of your answers. Each question must be addressed one at a time and must be typed in 12pt Arial font with 1" margins. The SOQ should not exceed 2 pages.

Please answer the following:

1. How would you define an effective leader? Does your personal management style ensure that you are an effective leader?
2. Describe your ability to create strong relationships with staff, management, stakeholders, and other governing bodies. Include examples of collaborative relationships you developed and how you managed conflict to achieve desired outcomes.
3. Explain your knowledge and experience interpreting and applying rules or regulations.
4. The SSM I is expected to be a working manager. Describe your experience managing or supervising the work of others while being responsible for your own assignments.

Scope of Position:

Under the direction of the Facilities Standards and Operations (FSO) Staff Services Manager II (SSMII), the Staff Services Manager I (SSM I), is a working manager responsible for the day-to-day management and oversight of FSO's analytical staff, programs, and projects. This may include, but is not limited to: overseeing FSO budget, assisting in the management of agency rulemaking responsibilities, federal Compliance Monitoring Programs and overseeing local detention facility inspection resources, data collection, reporting and analysis.

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



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.

Duties and Responsibilities:

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

- Plans, organizes, directs, coordinates, and evaluates the activities and performance of analytical staff and division projects. Ensures that staff have the necessary tools, equipment, and training to effectively perform the essential functions of their positions. Develops training and work plans for staff by setting performance and customer service standards. Monitors, analyzes, and evaluates quality, effectiveness, and transparency of operations. Identifies problem areas, develops strategies to resolve problems, and implements solutions. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions, as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
- Provides supervisory oversight of unit workloads and assignments. Serves as project manager for various state or federal programs and projects in collaboration with appropriate state and federal agencies, and BSCC staff. Oversees process improvement efforts for division programs and projects and continuously monitors, analyzes and evaluates the quality, quantity and effectiveness of FSO programs and projects, providing recommendations to the Staff Services Manager II, as appropriate. Assign, review, approve, edit, deny and change workload produced by analytical staff engaged in FSO programs and projects.
- **Other duties as required:** Responsible for various complex and sensitive assignments as required by the Staff Services Manager II, including but not limited to participation in personnel-related actions, hearings, studies, state and federal committee meetings, conferences, audits, and training.

Desirable Qualifications:

- Knowledge of business communication, 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.

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