



## 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:** (857)  
Staff Services Manager I

**Position #:**  
917-193-4800-916

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

**Issue Date:**  
January 4, 2022

**Final Filing Date:**  
January 19, 2022

**Contact:**  
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916-827-6734

**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 – IG  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-193-4800-916. 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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

In addition to the required Resume and State Application (STD 678), applicants must submit a Statement of Qualifications (SOQ) which addresses how their experience and/or knowledge will assist them in succeeding in this position. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills directly relate to the activities of the duties, outlined below, that qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The statement should be typed, no longer than two pages, one inch margins, and no smaller than 11 point font (Times New Roman or Arial). Give specific examples, including your prior roles and responsibilities, as well as outcomes. Applications received without the SOQ will not be considered. The SOQ is in addition to a resume.

### **Scope of Position:**

Under the direction of the Staff Services Manager II, Corrections Planning and Grant Programs Division, this position supervises analyst staff and works with the Field Representatives to oversee planning and administrative functions for state and federal programs to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety through cost-effective, promising, and evidence-based strategies. This position is responsible for managing the workload of analyst staff to ensure the timely and accurate collection and reporting of data and adherence to program, fiscal, and project timelines. Occasional travel may be required.

### **Duties and Responsibilities:**

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

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

*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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- Oversee the grant management fiscal and program analysis and reporting functions, including, in coordination with Field Representatives, the accurate, complete, and timely preparation of state and federal funding applications and multi-year program plans; local assistance Request for Proposals/Applications and completion of the reapplication process. Manage the development and implementation of program guidelines and procedures. Ensure timely and accurate processing of grant agreements, invoices, progress reports, and other grant related tasks. Prepare budget projections, and planning documents. Ensure the accurate and timely preparation and submission of required reports. Work with project staff, Field Representatives, and management to resolve any problems related to fiscal, programmatic, and administrative issues. Identify, assess, and continuously evaluate budget, accounting, grant agreement and program processes and procedures. Develop recommendations to management to improve efficiency and effectiveness and implement approved changes.
- **Data Collection, Analysis and Reporting:** Identify data and information needs and assist with the development and maintenance of required data and information tracking and reporting systems; oversee timely and accurate submission of program data to the federal government and reports to the state legislature/governor.
- **Emerging Issues and Other Related Assignments:** Develop an understanding of cost-effective, promising, and evidence-based strategies to manage criminal and juvenile justice populations, identify potential funding opportunities and use that information to make recommendations to management to align fiscal policy with correctional practices. 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 grants management, data collection and reporting, evidence-based practices, and fiscal accountability, as needed.

### **Desirable Qualifications:**

- Ability to prioritize tasks effectively for yourself and your team and delegate tasks as needed
- Ability to build good working relationships with people at all levels
- Ability to motivate others to bring forth a desired behavior or response from staff
- Understanding the needs of different stakeholders and communicating with them appropriately