



## 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:** (890)  
Attorney III

**Position #:**  
917-193-5795-916

**Salary Range:**  
\$9,976 - \$12,798

**Issue Date:**  
February 3, 2022

**Final Filing Date:**  
February 16, 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 917-193-5795-916. 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.*

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 administrative direction of the General Counsel of the Board of State and Community Corrections (BSCC) and in consultation with the Deputy Director of the Corrections Planning and Grants Program (CPGP) Division of the BSCC, the Attorney III provides in-house counsel to CPGP on the administration of BSCC state and federal grant programs. In addition, this position provides legal advice to CPGP Executive Steering Committees and the State Advisory Committee on Juvenile Justice and Delinquency Prevention on the Bagley-Keene Open Meeting Act, conflicts of interest (including the Political Reform Act), and state and federal law regarding grants administration. This position also provides legal assistance and advice to CPGP staff by conducting legal analysis and research, reviewing legal documents, preparing correspondence involving the explanation of legal matters, and preparing legal opinions.

### **Duties and Responsibilities:**

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

- Provide advice and counsel to the Corrections Planning and Grants Program division on the administration of state and federal grant programs. Review applicable state and federal laws and rules and regulations to ensure compliance; review and update the BSCC grant guide to conform to Board policy and federal

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and state requirements; review grant agreements and contracts; review federal solicitations and applications for grant funds; review and provide advice on grant expenditures and compliance with federal and state audits. Conduct legal analysis and research, reviewing legal documents, preparing correspondence involving the explanation of legal matters, and preparing legal opinions.

- Attend meetings and advise CPGP Executive Steering Committees and the State Advisory Committee on Juvenile Justice and Delinquency Prevention on applicable federal and state requirements for grant programs; advise on the Bagley-Keene Open Meeting Act, including reviewing agendas; assist CPGP staff with drafting Requests for Proposals to comply with federal and state legal requirements; review Requests for Proposals and draft and review grant agreements to comply with state and federal requirements.
- Review and draft legislation that may impact CPGP, respond to Public Records Act requests. Review regulations for adoption by the BSCC and approval by the Office of Administrative Law. Provide advice on compliance with federal Title II grant program, including compliance monitoring requirements that may impact other BSCC divisions.
- Perform other related duties such as legislative analysis related to state and federal grant programs, promulgation regulations, and other tasks that may arise that are critical to the successful administration of BSCC's programs.

### **Desirable Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Candidates should have a desire to advance the underlying objectives of the BSCC and have an interest in public safety, violence intervention, reentry, and rehabilitation. Candidates should have the ability to work with high-level government officials, as well as experience dealing with members of the public, technical staff, and other public agencies, and should be familiar with the functioning of administrative agencies in State government.

### **Among other qualities, the most highly desirable candidates will have:**

1. Extensive background or in-depth knowledge of the federal and State laws governing grant making, criminal law, administrative law, and constitutional law.
2. Excellent writing skills.
3. Demonstrated capacity to analyze issues arising under federal, State, and local laws and effectively provide clear recommendations on complex multidisciplinary issues.
4. Ability to work quickly and effectively under pressure to identify issues, develop solutions, and produce products within a short timeframe.
5. Demonstrated capacity to communicate clearly, effectively, and professionally to technical, lay, and policy-oriented audiences.
6. Demonstrated capacity to work cooperatively with a team and work independently to complete work assignments.

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