



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:
C.E.A – Deputy Director

Position #:
917-190-7500-001

Salary Range:
\$7,781 - \$18,859

Issue Date:
May 16, 2022

Final Filing Date:
June 1, 2022

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

Location:
Board of State and Community Corrections
2590 Venture Oaks Way, Ste. 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: **Kelli Simpkin, Talent Management Unit**
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-190-7500-001. 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.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.

Your Statement of Qualifications will be evaluated using pre-determined criteria based on the minimum and desirable qualifications for the position. The Statement of Qualifications (SOQ) should include detailed and concise information specifically addressing how the candidate's education, training, experience, and competencies relate to each of the items listed; responses should be high-level, but specific enough to provide the general nature of the services provided and involvement in the oversight.

The SOQ items must be numbered and addressed in the same order as listed; do not consolidate the responses. The SOQ should be no more than three pages in length, single-spaced, with one-inch margins and a minimum font size of Arial 12.

Your SOQ must provide responses and specific examples for each item listed below to be considered for the position:

1. Describe experience in training and compliance
2. Describe your experience in program development and evaluation
3. Describe your experience in developing cooperating working relationships with representatives at all levels of government and the public.
4. Describe your experience in gaining the confidence and support of executive leadership and providing effective advice on a wide range of administrative and operational matters and policies.
5. Describe your knowledge of trends and best practices in training and selection for corrections professionals

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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Scope of Position:

Under administrative direction of the Executive Director Board of State and Community Corrections (BSCC) (Exempt Level IV), this position plans, organizes, coordinates and directs the BSCC's statewide Standards and Training for Corrections Division performing duties such as the following:

Duties and Responsibilities:

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

Formulates policies and procedures for the administration of the laws, rules and regulations relating to the selection and training of state and local corrections personnel; holds public hearings to establish or revise these rules and regulations; plans and directs the ongoing enforcement of these laws, rules and regulations; hears appeals and interprets the Board of State and Community Corrections policies and procedures relating to the Standards and Training Program for local and state constituencies.

Directs and oversees Division and contract staff conducting evaluation and research studies on personnel selection standards and training, designing and evaluating job analysis data, time and motion studies, developing training evaluation methodology and other such evaluations geared to assessing tasks, knowledge and abilities required to perform state and local corrections and probation duties; and maintains current information on developments in standards and training for corrections personnel.

Directs field representatives in the establishment and maintenance of positive and effective working relations with state correctional administrators, wardens, superintendents, parole directors, police chiefs, sheriffs, local directors of corrections, probation chiefs, college administrators, professional organizations, and corrections training professionals for the purpose of assessing needs and delivering training to state and local corrections and probation personnel; directs Division staff in the certification and decertification of training programs for corrections and probation personnel.

Prepares and monitors budget for STC Division, including contracts.

Directs Division staff in the development, revision, adoption, and promulgation of minimum standards for selecting and training of corrections and probation officers and determining applicability for inclusion in the California Administrative Code.

Conducts investigations in sensitive areas; institutes appropriate legal proceedings when necessary; reviews and/or drafts proposed legislation affecting the Division.

Selects and trains staff; evaluates the performance of subordinates; and takes or recommends appropriate action.

Assists the Executive Director, Board of State and Community Corrections in formulating and implementing BSCC policy; acts for or otherwise represents the Executive Director in his/her absence at BSCC meetings, public hearings, and in the daily affairs of the BSCC; and performs other duties as required

Desirable Qualifications:

1. Understanding of Public Administration as it relates to California;
2. Degree in Business Administration/Public Policy, or related field;

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3. Knowledge of California Legislative processes;
4. Understanding of the local corrections system.