



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: Career Executive Assignment (CEA) / Assistant Deputy Director, Corrections Planning and Grant Programs Division

Position #:
917-193-7500-XXX

Salary Range:
CEA A: \$9,755 - \$13,987

The salary may be modified in accordance with applicable Cal HR guidelines.

Issue Date:
March 28, 2024

Final Filing Date:
May 14, 2024

Contact:
Kae Arthur
bscchr@bscc.ca.gov
(916) 322-8088

Location:
Board of State and Community Corrections
2590 Venture Oaks Way 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 917-917-193-7500-XXX. Incomplete application packages will be rejected.

The Board of State and Community Corrections (BSCC) provides statewide leadership to the adult and juvenile justice systems and offers technical assistance on a wide range of community corrections issues. BSCC is currently recruiting an **Assistant Deputy Director** of the Corrections Planning and Grant Programs Division.

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 Live Scan fingerprint background 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.

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

Statement of Qualifications (SOQ)

The SOQ is narrative discussion of how your education, training, experience, and skills qualify you for the position.

Applicants who fail to submit the SOQ as instructed and/or fail to submit all the required documents may be eliminated from the recruitment process.

Your SOQ must provide responses and specific examples for each question listed below. The questions must be numbered and addressed one at a time, in the same order as listed; do not consolidate responses. The SOQ must be typed, no more than three pages in length, single-spaced with one-inch margins, using font size of Arial 12.

1. Describe your experience in leading and directing the work of multi-disciplinary teams toward successful outcomes.
2. Describe your experience in developing organizational structures and establishing policies, procedures, and quality assurance practices.
3. Describe your experience in identifying and analyzing complex policy or process problems and developing high-level recommendations to resolve them.
4. Describe your experience with change management, i.e., implementing organizational or process changes in the workplace.
5. Describe your experience in administering, managing and/or evaluating state or federal grant programs.
6. Describe your experience working with the Legislature, Executive Branch and control agencies.



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APPLICATION INSTRUCTIONS

FINAL FILING DATE

May 14, 2024

WHO MAY APPLY

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

HOW TO APPLY

A complete Application Package (including your Examination/Employment Application (STD. Form 678) and applicable or required documents) must be submitted to apply for this Job Posting.

Electronic submission: Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov.

OR

Hard copy submission: If you choose to not apply electronically, a hard copy Application Package may be submitted by mail or in person (see below). When submitting your Application Package in hard copy, a completed copy of the Job Application Package Checklist must be included.

Address for hard copy Application Packages:

Mailed applications must be sent to:

STATE CONTROLLER'S OFFICE

Human Resources

Attn: Classification Unit – IG

300 Capitol Mall, Suite 300

Sacramento, CA 95814

Or drop off in person: Monday-Friday from 8:00 AM to 5:00 PM

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

REQUIRED APPLICATION DOCUMENTS

Please submit the following items with your application (applicants who do not submit the required items timely may not be considered for this job):

1. State Examination/Employment Application (STD. Form 678) (when not applying electronically), or the electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All experience and education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
2. Statement of Qualifications (SOQ).

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request



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should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO Contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination in order to be appointed. Applicants must meet the Minimum Qualifications (listed below) for the position to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements described in this announcement. The STD. Form 678 submitted for the position, will serve as the examination.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

A minimum rating of 70% must be attained to obtain list eligibility for this position. All candidates will receive written notification of their examination results. Hiring interviews may be conducted with the most qualified candidates.

The result of this examination will be used only to fill the position of Assistant Deputy Director, CEA Level A, with the BOARD OF STATE AND COMMUNITY CORRECTIONS. Applications will be retained for twelve months.

If you meet the requirements stated in this announcement, you may take this competitive examination. Your application submission will serve as your examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

CONTACT INFORMATION

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:
Phillina Lyles
(916) 767-8803
PLyles@sco.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.



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GENERAL QUALIFICATIONS

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. This overall ability requires the following specific knowledge and abilities:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques.
- Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives.
- Well-developed leadership, administrative, managerial and interpersonal skills and abilities.
- Strong verbal and written communication and advocacy skills.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound and ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Knowledge of state and federal grant administration, evaluation, and reporting processes.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.



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CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Note: This position may be eligible for hybrid in-office work and in-state telework. The amount of telework is at the discretion of the agency and is based on the BSCC's current telework policy. While the BSCC may support telework, some in-person attendance is also required.

Scope of Position:

Under the administrative direction of the Deputy Director, the Assistant Deputy Director of the Corrections Planning and Grant Programs (CPGP) Division leads, plans, directs and coordinates the day-to-day administration of BSCC's grants program, totaling over \$400 million annually. This position provides high level expertise and serves as a member of the BSCC's Executive Leadership team. This position develops policies and procedures for the administration of state and federal grants awarded to state and local governments and community-based organizations to support efforts related to reducing recidivism, promoting diversion, increasing treatment options and reducing crime and violence. The current grants portfolio includes more than 25 state and federal grants awarded to approximately 700 grant recipients.

Duties and Responsibilities:

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

- Lead, plan and organize the daily administration of CPGP's federal and state grant programs after award. Develop, recommend, implement, and evaluate policies and procedures to govern the fiscal and reporting requirements that each grantee must comply with as a condition of award. Develop, recommend, implement, and evaluate policies and procedures for monitoring and approving expenditures, establishing fiscal controls and measures, evaluating grantee readiness and performance, and monitoring compliance with contract and legislative provisions. Supervise Division staff in the management and administration of active grant contracts. Support diversity, equity, and inclusion in all aspects of CPGP activities. Interpret and apply state and federal law, budget language, regulations and policies related to grant and program evaluation. Report to the BSCC board on the status of grant programs and oversee the preparation of reports to request board approval as necessary. Serve as a member of BSCC's Executive Leadership team. Represent the BSCC in discussions with the Governor's Office, Legislature, Department of Finance, state and local agencies, and stakeholders.
- Develop, implement, evaluate and direct policies and procedures for conducting audits of grantees to assess progress toward and compliance with grant requirements. Ensure the implementation and monitoring of applicable Corrective Action Plans and strategies. Resolve issues of conflict with invoice payments and compliance. Serve as the first level approver of all formal appeals. Liaison with state and federal control agencies that authorize the grant programs including the federal Bureau of Justice Assistance. Ensure compliance with state and federal requirements. Complete state and federal reports as required.



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- Ensure that quality assurance procedures are in place and working to identify opportunities for process improvement. Direct and manage staff activities to ensure program effectiveness, efficiency and compliance with all governing statutes, policies, and procedures. Direct staff in the evaluation of grant funded programs and publish findings. Provide technical assistance and expert consultation to state, local and stakeholder agencies.
- Oversee preparation and monitoring of grant budgets including disbursements and expenditure tracking. Prepare contracts, Budget Change Proposals, and Budget Concept Papers. Direct staff in monitoring legislation affecting BSCC policies and operations; represent BSCC during legislative hearings and meetings with local government officials and professional organizations; conduct investigations in sensitive areas. Coordinate with national policy and professional organizations on a broad range of policies and regulations relating to grant programs in California. Perform other duties as required.

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:

- Managerial and leadership experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success across multi-disciplinary stakeholder interests.
- Experience in grants management which demonstrates the ability to plan, organize, and direct multidisciplinary staff.
- Knowledge of appropriate techniques in establishing effective relationships, training, motivating staff, recognition, progressive discipline, and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Experience in recommending, developing, and implementing policies relative to program management.
- Experience in the formulation and implementation of procedures, policies, and programs related to grant acquisition and management.
- Experience in providing executive level advice and consultation to department management regarding evidence-based and promising best practices from around the country in community violence intervention, diversion and recidivism reduction programs.
- Demonstrated knowledge of state policies, rules and standards related to accounting and budget requirements.
- Knowledge of the Legislative and budgeting processes.
- Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, BSCC, institutional and program staff, external stakeholders, and professional groups.