

# STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

## INVITES APPLICATIONS FOR DEPUTY DIRECTOR MANAGEMENT, POLICY, and QUALITY ASSURANCE DIVISION OF JUVENILE JUSTICE

### CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

#### \*MONTHLY SALARY:

**PLEASE NOTE** that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

#### FINAL FILING DATE: February 22, 2012

Under the direction of the Director, Division of Juvenile Justice (DJJ), the Deputy Director of Management, Policy, and Quality Assurance is responsible for juvenile justice policy and planning for DJJ. As a member of the DJJ executive team, the position is responsible for coordinating multi-disciplinary approaches to policy development and planning activities. The Deputy Director acts as the juvenile justice advisor to the Director, DJJ and to California Department of Corrections and Rehabilitation staff, advising on matters that affect juvenile justice programming, policies, planning, and funding. The position works with various departments and boards, legislative staff, external organizations, and the Governor's Office.

Typical duties include the following:

- Oversees Farrell lawsuit implementation; provides direction and support to ensure timely implementation of remedial plans related to the Farrell lawsuit; ensures accurate reporting of DJJ's progress for internal and external review; provides leadership in developing strategies to improve implementation efforts, identifying key barriers to successful implementation, and helping to problem-solve when internal and external challenges have been identified; provides leadership in establishing and

coordinating division-wide priorities as they relate to Farrell implementation, particularly with administrative and support functions such as budget, training, personnel, facility planning, information technology, and labor; oversees the Farrell compliance process and ensure that court-related documents are timely and accurate; and works closely with the other members of the executive management team and legal counsel to promote a responsive and productive relationship with the plaintiff's counsel, special master, and court experts.

- Oversees the Coordinator of the Policy, Procedures, Programs, and Regulations Unit in the development and management of juvenile justice policies for DJJ, including the development of an integrated and standardized DJJ Policy Manual; fosters a collaborative and timely policy drafting and review process; and ensures the integrity of the policymaking process by ensuring that there is a multi-disciplinary approach to policy drafting and that each policy is thoroughly reviewed by an interdisciplinary executive review team before it is presented to the Director of DJJ for signature.
- Prepares legislative, budget, and other reports as needed; coordinates the preparation of reports for the legislature, the courts, the DJJ Director, Undersecretary's office, and/or others, as requested; and ensures that reports include accurate and updated information from all areas of DJJ. Track DJJ's accomplishments on a regular basis in anticipation of these requests.
- Oversees DJJ's performance-based management and quality assurance system, including Performance-based Standards (PbS) and COMPSTAT; monitors and supports the activities related to PbS and COMPSTAT; works with other members of the executive management team to develop a quality assurance process and ensures accurate implementation of these measurement systems. Work closely with the relevant branches of DJJ and CDCR to continue to improve DJJ's ability to monitor and track its quality and performance in all areas.
- Oversees DJJ's Partnership Liaison; coordinates between the Division of Juvenile Justice, the Corrections Standards Authority, community providers, county governments, law enforcement, and other key stakeholders to address statewide policy issues, particularly those related to establishing statewide juvenile justice outcome measures, developing statewide funding priorities, and identifying gaps in the statewide juvenile justice continuum. Identify and pursue private and federal funding opportunities.
- Serves as the Department's representative on juvenile justice issues with the Governor's Office, the Legislature, control agencies, federal and local governments, community organizations, and other external organizations.
- Provides indirect direction and guidance to the Office of Research; works closely with the Office of Research to ensure that DJJ's policies and planning are based on sound research practices and evidence-based principles; and coordinates and synthesizes research data for policy, planning, and budgetary purposes.

### **DESIRABLE QUALIFICATIONS**

- Extensive knowledge of court mandates and law suits.

- Management and operational experience interfacing multifaceted programs.
- Experience and knowledge of policy development, program planning and implementation.
- Knowledge of multifaceted components of juvenile operations.
- Experience in public administration, personnel management, and leadership.
- Experience communicating effectively both orally and in writing.

### **ADDITIONAL QUALIFICATIONS**

Candidates must have a thorough knowledge of California's juvenile correctional organizations, State government, and the issues currently facing the California Department of Corrections and Rehabilitation, and specifically DJJ. Candidates should have general knowledge of community organizations, including evidence-based organizations, and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about the delivery of budget operations, training, personnel management, facility planning, labor, and information technology in a juvenile correctional setting.

Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, progressive discipline, and establishing partnerships; and a manager's role in contributing and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Knowledge of federal, state, and local laws and regulations. Experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission. Successfully manage associated transitions in the workplace with minimal disruptions, and manage and operate within budget. Understand, manage and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation application process, and developing positive cooperative relationships with a wide variety of customers and stakeholders.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, Court Monitors, Community Leaders, Advocate groups and Religious Organizations.

## **COMPENSATION AND BENEFITS**

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 11 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

## **ADDITIONAL INFORMATION**

\* The monthly salary may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13<sup>th</sup> month of consecutive employment.

## **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

## **THE DEPARTMENT**

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

## **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Deputy Director, Management, Policy, and Quality Assurance serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

## **HOW TO APPLY**

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Doug Ashmore, Office of Executive Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 522-N, Sacramento, California by February 22, 2012. For further information regarding this position, please contact Doug Ashmore at (916) 324-3289 or Douglas.Ashmore@cocr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.gov.ca.gov](http://www.gov.ca.gov) or [www.gov.ca.gov/m\\_appointments.php](http://www.gov.ca.gov/m_appointments.php)

*Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested in if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Office of Executive Appointments as noted above in "How to Apply."*

### **DEPARTMENT OF CORRECTIONS AND REHABILITATION**

*Vision: The overarching **vision** is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching **mission** is to improve public by safety through evidence-based crime prevention and recidivism.*