

# 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 ASSISTANT SECRETARY OFFICE OF INTERNAL AFFAIRS**

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY**

**\$10,629\***

**FINAL FILING DATE:**

**April 15, 2008**

The Assistant Secretary, Office of Internal Affairs provides oversight of internal affairs, deadly force, retaliation and worker's compensation fraud investigations. The operation consists of various peace officers and administrative classes located within Headquarters, Northern, Central and Southern regions. In addition, the Assistant Secretary is responsible for appointments to the Department's Deadly Force Review Board, oversight of the Central Intake Unit, Special Investigations Units, Workers Compensation Fraud Investigations Units, Administrative Services Units (which encompasses monitoring, evaluating, and reporting, policy and procedure, litigation coordination, and training), the Case Management System, Budgets, Personnel, Contracts, and Procurement. Provides direct supervision to the Chief, Internal Affairs, Headquarters Operations and the Chief, Internal Affairs, Field Operations, who manage and direct the operation of the Internal Affairs offices.

Typical duties of the position include the following:

- Provides advice and consultation to the Secretary, Undersecretaries and the Chief Deputy Secretaries of Adult Operations, Adult Programs and Juvenile Justice, in the formulation of departmental policies and programs related to internal affairs, deadly force, and retaliation investigation programs.
- Provides managerial guidance and direction to the Chief, Internal Affairs, Field Operations, and the Chief, Internal Affairs, Headquarters Operations, in the formulation and implementation of departmental policies and procedures, program performance measures, goals and objectives, and process improvement methodologies to facilitate efficient and effective program operations in all areas of Internal Affairs.

- Updates the Secretary, Undersecretaries and the Chief Deputy Secretaries of Adult Operations, Adult Programs and Juvenile Justice, on employee investigation issues; allegations of employee misconduct; and administrative, criminal and discrimination related issues and outside investigations as well as criminal prosecution. Provides oversight on the Deadly Force Investigative Team and serve as a member on the Department's Deadly Force Review Board.
- Ensures efficient and effective investigative operations; policies and procedures as they relate to employee misconduct investigations; impact of laws, rules and court decisions on the investigative process; and recommend changes to departmental policies.
- Represents the Department before the Legislature and Executive Branches of government on policy matters that affect internal affairs operations. Serve as liaison to and maintain effective working relationships with federal, state and local law enforcement and prosecutorial agencies. Maintains oversight of potential legal liabilities incurred as a result of inconsistent and/or inappropriate application of laws, policies, procedures, etc. Testifies in state and federal court and before the Legislature regarding the Department's internal affairs process; proposed changes in MOU's, laws, and rules relative to employee misconduct; internal affairs; and retaliation investigations.
- Oversees the Internal Affairs operational budget, including the Headquarters office and the three Regional Internal Affairs offices.

### **DESIRABLE QUALIFICATIONS**

- Graduation from an accredited four-year college or university. Preferred qualifications include a master's degree from an accredited college or university and evidence of continuing training and self-development such as graduation from the FBI National Academy or other police leadership development program. Any satisfactory equivalent combination of experience, education, or training which ensures the ability to perform the work may be substituted for the required preferred education or experience.
- Extensive experience in law enforcement, especially in a management capacity, in conducting criminal investigations at the city, county, state or federal levels.
- Extensive experience managing a large multi-disciplinary, geographically diverse workforce.
- Extensive knowledge of and experience in interfacing multi-faceted programs.
- Extensive experience in public administration, personnel management, and leadership.
- Extensive experience in budgetary and fiscal operations.
- Experience in analyzing and resolving program issues or problems.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.

### **ADDITIONAL QUALIFICATIONS**

- Willingness to travel as required in response to incidents occurring at penal institutions throughout California.
- Extensive experience in directing, assessing, or reviewing investigations, or working closely with law enforcement agencies.
- Extensive experience in the critical examination and critique of law enforcement, regulatory, or administrative reports; and/or testimony.

- Extensive experience in criminal prosecution or defense, civil rights enforcement, public employment law, correctional or prison law, or general litigation.
- Varied administrative experience in a managerial capacity in budgets, human resources, and information systems with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- Demonstrated ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation and statute application process, and develop positive cooperative relationships with a wide variety of customers and stakeholders..
- Demonstrated leadership, flexibility, and judgment necessary to perform effectively in a high caseload environment.
- California POST Law Enforcement Basic, Intermediate, Advanced, Supervisory, Management, Executive Certificate.
- Thorough knowledge of the legal practices pertinent to the California peace officer discipline process, including internal affairs and criminal investigations of sworn and non-sworn correctional staff; individual's constitutional rights including those related to laws of arrest, search, and seizure and the service of legal process; major investigative operational plans; interview, interrogation, information, and intelligence gathering processes and procedures; proper tactics and use of force; peace officer training and techniques; and expertise in at least one or more of the following specialty areas: criminal, search, seizure, and public employment laws; rules of evidence, state and federal civil rights law, correctional or prison law, and tort litigation; other aspects of the legal system; California penal hierarchy and organizational structure; and investigative techniques.
- Thorough knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management techniques of motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; a state manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- Thorough 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 and successfully manage associated transitions in the workplace with minimal disruptions; and manage operations within budget and effectively communicate information.
- Demonstrated ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; supervise, conduct, direct, and review complex and sensitive investigations of all types; work well with law enforcement agencies and personnel; manage extensive workload; 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 in multiple departments and institutions and advise them on investigative 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; communicate effectively and persuasively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the Office's mission, policies, and procedures; maintain confidentiality of investigations and preserve protected legal relationships and privileges; maintain and qualify with departmentally

assigned firearm, if required; and effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

- Thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections.

**The Assistant Secretary, Office of Internal Affairs, is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.**

### **PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections and Rehabilitation background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

### **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 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 of \$10,629 may or may not include a pay differential. The amount of the pay differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to PERS 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. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

### **THE DEPARTMENT**

The 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 applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Secretary, Office of Internal Affairs 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 Tracy Heinsen, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-North, Sacramento, California 95811 by **April 15, 2008**. For further information regarding this position, please contact Tracy Heinsen at (916) 445-9061.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.governor.ca.gov](http://www.governor.ca.gov) or <http://appointments.ca.gov/en/form/index.php>

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

*Vision: With our partners, we protect the public from crime and victimization.*

*Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*