

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 DIRECTOR DIVISION OF COMMUNITY SERVICES ADULT PROGRAMS

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY

\$9,018 - \$10,520*

FINAL FILING DATE

April 30, 2009

* The actual monthly compensation to be paid to the successful candidate will be a negotiated sum and determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations.

The Director, Division of Community Services, is appointed by the Governor and reports to the Chief Deputy Secretary, Adult Programs. The position is responsible for overseeing the in prison and community components of California Department of Corrections and Rehabilitation's (CDCR) adult offender employment program (Prison-to-Employment Program [P2E]); formation, maintenance and monitoring of collaborative partnerships and formal agreements with local government and community providers to assist offender in successfully reintegrating to local community upon release from state custody; as administered through the Regional Community Program Administrators (RCPAs); and administering reentry program contracts and/or grants made to local government and community based providers, as well as managing federal program grants.

Typical duties include:

- Makes public policy recommendations to the Chief Deputy Secretary, Adult Programs and the CDCR Cabinet relating to the employability of adult offenders, CDCR program contracts and/or grants provided to communities, federal state-level program grants, and local reentry programming issues and procedures.
- Ensures that offender programming in the community operates seamlessly and efforts of the P2E program and the activities of the RCPAs and grantees are well coordinated and complement one another.
- Works through his/her Chief of P2E, and with the California Workforce Investment Board (CWIB) and the Labor and Workforce Development Agency (LWDA) to ensure all employment services are effectively

delivered and meet appropriate program standards. Participates in efforts to obtain and sustain partnerships with various entities who contribute to the adult offender employment delivery system, including executives and administrators of private foundations, executives, administrators, and staff of other State departments, the Legislature, and advocacy groups. Personally participates in the most sensitive or complex meetings.

- Ensures the RCPAs have established formal, well functioning partnership agreements with each county delineating roles and responsibilities for providing services and supports to offenders as they transition from state custody to their home communities. Such services include, but are not limited to, housing, substance abuse treatment, continuing education and vocational programming, and other services and supports.
- Oversees the Community Partnership Manager function, which operates in state prison and reentry facilities, and establishes policy in that area, including but not limited to policies regarding community volunteers, donations, self-help groups and fundraising.
- Ensures that collaboration and coordinated effort takes place between the RCPAs and the Community Partnerships Managers (CPMs) in their regions.
- Establishes partnerships with various individuals and groups in promoting the successful reentry of offenders from state custody to their home communities. This may involve working with executives and administrators of private foundations, local government officials, administrators and staff of other State departments, other CDCR representatives, the Legislature, and advocacy groups.
- Collaborates with other CDCR Division Directors on policy and operational issues related to community-based adult rehabilitative programming. Personally participates in the most sensitive or complex meetings.
- Ensures that all formal and informal partnerships and agreements, including the relationship with the CWIBs and the LWDA, are monitored and operating effectively. Ensures expeditious issue resolution for reentry programming issues raised by communities, community based providers, local government agencies or other partners.
- Ensures that federal grants appropriate to CDCR's rehabilitation mission are identified, put before Cabinet for approval, application deadlines are met and the proposals are of high quality. Ensures that grants CDCR awards to local communities are administered properly, efficiently and effectively. Tracks all program grants to ensure that outcomes are achieved, and that reporting is done timely and completely. Initiates appropriate Budget Change Proposals and other budget documents for the rehabilitation activities for which he/she is responsible. Recommends to the Chief Deputy Secretary prioritization of the proposals. Monitors expenditures to ensure accuracy and that organizations remain within budget.
- Represents the Department before the Legislative and Executive Branches of government on policy and budgetary matters that may affect Division of Community Services programs. May act for the Chief Deputy Secretary, Adult Programs, in his/her absence.

DESIRABLE QUALIFICATIONS

EXPERIENCE:

- Significant leadership experience (10 years or more) in implementing complex statewide or large-scale programs or projects that involve partnering with multiple and divergent groups or individuals, such as federal, state or local governments or political subdivisions, local community-based organizations, or public or private agencies. The risks and rewards of success or failure must have been substantial.
- Significant experience (10 years or more) interacting on a professional level with federal, state, or local government divisions or agencies, diverse and multi-ethnic communities, and elected officials, including the Legislature and the Governor's Office.
- Significant experience (10 years or more) in developing statewide policies for health and human services delivery systems, preferably related to offender programming, employment and/or the employment of other individuals who have employability challenges.

- Demonstrated experience (10 years or more) in a leadership, management, or supervisory position requiring the ability plan, organize, and direct multidisciplinary staff; knowledge of budgetary, personnel, contracting, and business practices; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.
- Significant experience (8 years or more) in convening high-level councils or workgroups, report writing, and meeting facilitation skills.

ABILITIES:

- Four examples demonstrating the applicant's ability to effectively perform a major policy-influencing role and function.
- Three examples of the applicant's ability to plan, organize, direct and oversee implementation of a large or complex program, project, or activity. This should involve consideration of fiscal, personnel, or other business issues, and interpersonal relationships among individuals with shared and divergent positions or opinions.
- Examples should summarize the knowledge, skills, and abilities that the applicant believes make him or her qualified for the job. The applicant shall also indicate how he or she will approach implementation of the prison-to-employment program and how he or she will contribute to the success of the program.
- The applicant shall also indicate how he or she will approach performing the Community Services function.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- 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 \$9,018 - \$10,520 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 13th 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 and Statement of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Community Services is an "exempt" position, therefore appointment to this position and salary are subject to executive approval.

HOW TO APPLY

1. Qualified persons must complete and file an on-line appointment application with the Office of the Governor at www.governor.ca.gov or www.gov.ca.gov.
2. A resume of qualifications and experience and three professional references (names and telephone numbers).
3. A Statement of Qualifications that consist of your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS MAY BE ELIMINATED FROM CONSIDERATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Submit the resume, Statement of Qualifications, and references to Karyn Bates, Executive Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N Sacramento, California 95811 by April 30, 2009. For further information regarding this position, please contact Karyn Bates at (916) 327-8028 or karyn.bates@cdcr.ca.gov.

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

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.