

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, CORRECTIONAL SAFETY CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY: \$10,629*

FINAL FILING DATE: June 5, 2009

The Assistant Secretary, Correctional Safety, reports directly to the Undersecretary, Operations with the California Department of Corrections and Rehabilitation (CDCR), and is responsible for the management of the Department's programs involving law enforcement, gang management, departmental security, the apprehension of escapees and Parolees-at Large (PALs), and investigations involving inmates and parolees (including officer involved shooting investigations) and oversees the functions of the Emergency Operations Unit (EOU). The Assistant Secretary, Correctional Safety ensures improvement to the correctional environment and staff training, manages staff in various peace officer and administrative classes located in headquarters and 13 field offices.

Typical duties of the position include the following:

- Serves as a member of the Secretary's Executive Staff and participates in the development, implementation and evaluation of departmental strategic and operational plans; and serves as liaison to, and maintains good working relationships with, federal, state and local law enforcement and criminal justice agencies. Provides advice and consultation to the Secretary, Undersecretaries, Chief Deputy Secretaries, Division Directors, and other administrators in the formulation of departmental policies and programs affecting law enforcement, gang management, departmental security, the apprehension of Parolees at Large (PALs), investigations involving inmates and parolees, and investigations of officer involved shootings.
- Establishes guidelines, priorities and management systems to ensure efficient and effective unit operations; develops policies and procedures as they relate to departmental and unit issues; and evaluates the impact of laws, rules and court decisions on related areas.

- Responsible for Fugitive Apprehension which includes investigation, location and apprehension of all escapes from CDCR institutions and the management of the Department's PAL Apprehension Program. This involves investigation, location and arrest of parolees for which an arrest warrant has been issued, and liaison with law enforcement agencies relative to parole related investigations, arrest, and task force operations. In conjunction with law enforcement throughout the State and the Division of Adult Parole Operations, oversee the development of effective strategies to apprehend PALs posing the greatest risk to the public.
- Responsible for Departmental Security which includes ensuring the safety and security of high level managerial staff within the Department, as well as providing dignitary protection of the CDCR Secretary. Additionally, coordinates with other law enforcement agencies and private organizations to advance/attend or prepare the Secretary or other high level officials for public and private functions as representatives of the Department.
- Responsible for planning and directing the activities of the Law Enforcement Investigations Unit (LEIU) in coordination with allied law enforcement agencies in the identification, investigation, gathering and exchange of intelligence, arrest and prosecution of escapees, prison gang members, parole violators and inmates suspected of involvement in illegal activities. The position also oversees the activities of the Law Enforcement Consortium.
- Responsible for Prison Gang Management which includes continually gathering intelligence regarding prison gangs; maintaining a prison gang member identification and tracking system; assessing and advising the administration on the presence and activities of prison gang members within the correctional system; and making recommendations on strategies for better management of this unique population, including the development of policy and regulatory procedures; coordination, management, and oversight of the active/inactive gang management function. This includes ongoing investigations of gang activity inside the Department's Security Housing Units; determining and declaring active/inactive gang member status; and participating as a member of the Review Board regarding housing status of current and former prison gang members.
- Responsible for Officer involved shooting investigations which includes overall responsibility and liability for the administrative investigation of employees who discharge a firearm both on duty and off duty; centralized tracking and management of investigations, final review and quality control, and development and provision of training for investigators. The position is also responsible for frequent interaction with the Deadly Force Review Board (DFRB) and for reviewing and adapting policy and training issues relative to officer involved shootings.

DESIRABLE QUALIFICATIONS

- Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of an Assistant Secretary, Correctional Safety.
- Experience in public administration, personnel management, and leadership which demonstrates the ability to motivate staff and manage large groups; and knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in achieving an EEO workplace.
- Experience and knowledge in law enforcement and investigations operations and programs, and management practices.

- Demonstrated broad administrative or program manager experience with substantial participation in the formulation, implementation, operation, and/or evaluation of program policies and procedures in areas related to, but not limited to, law enforcement, gang management, departmental security, apprehension of PAL's, and investigations involving inmates, wards, and parolees.
- Ability to develop cooperative working relationships; communicate effectively, both orally and in writing; and represent the Department with federal, state, and local law enforcement and criminal justice agencies, to develop policies, procedures, and programs affecting law enforcement, gang management, departmental security, apprehension of PAL's, and investigations involving inmates, wards, and parolees.

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, Correctional Safety 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 or California Youth Authority 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 (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

PLEASE NOTE that the salary amount cited on this Job Bulletin reflects the maximum monthly compensation allowable currently for this position. 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 monthly salary of \$10,629 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 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, Correctional Safety 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 Eloda White, 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 108N, Sacramento, California 95811 by June 5, 2009. For further information regarding this position, please contact Eloda White at (916) 324-3289 or Eloda.White@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

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 the Office of Executive 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.