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

WARDEN
DIVISION OF ADULT INSTITUTIONS

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY
$10,759*

FINAL FILING DATE: August 22, 2011

TO FILL VACANCIES AT:

CALIFORNIA CORRECTIONAL CENTER (CCC)
CALIFORNIA MEDICAL FACILITY (CMF)
MULE CREEK STATE PRISON (MCSP)

Under the administrative direction of an Associate Director within the Division of Adult Institutions, the Warden is responsible for the overall operation of the institution.

Typical duties include the following:

- Formulates and executes a progressive program for the care, discipline, custody and employment of inmates; executes administrative policies and programs for the operation of the institution; interprets policies and outlines plans and procedures to employees.

- Coordinates with management staff from Adult Programs to provide vocational and academic education, industries, religion, recreation, and other specific programs for inmates. Also coordinates with the management staff of Support Services to handle the business and financial affairs of the institution, including the preparation of budget estimates and reports, requisitions and issuance of equipment, and maintenance of buildings and grounds.

- Under the Civil Service Act, the Warden is responsible for the selection of employees best qualified to carry on the institution programs, supervises their training and assignments, and initiates disciplinary actions when necessary; cooperates with and maintains an effective liaison with the Board of Parole Hearings; and interprets institution policies and regulations to the public.

MINIMUM QUALIFICATIONS

- Knowledge of global operations of adult correctional institutions
- Knowledge of and experience in adult prison management
- Knowledge of and experience in interfacing multifaceted programs
- Demonstrated experience communicating effectively both orally and in writing
- Knowledge of the operational functions within an adult correctional institution
- Extensive experience in public administration, personnel management, and leadership
- Extensive budgetary and fiscal operations experience

ADDITIONAL QUALIFICATIONS

Candidates must have a thorough working knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections. Candidates should have general knowledge of community organizations, including faith-based organizations, and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about the delivery of education, health care, discipline, training, and budgetary affairs within a correctional institution. Must be able to communicate ideas logically and clearly, both orally and in writing, and must be a leader and motivator, using tact and persuasiveness in achieving results. Must also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. 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; knowledgeable of appropriate techniques in the areas of establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing in and achieving an equal employment opportunity workplace.

- Ability to analyze complex and emergent issues and recommend and take 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, and successfully manage associated transitions in the workplace with minimal disruptions; manage operations within budget, and appropriately 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 develops 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, Board of Parole Hearings, Executive Branches of government, court monitors, community leaders, advocate groups and religious organizations.

The Warden, Division of Adult Institutions is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.

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
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of $50,000 basic plus $50,000 Accidental Death and Dismemberment
- 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 of $10,759 may or may not include a pay differential. The amount of the pay differential is not subject to a 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, 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. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Warden, Division of Adult Institutions 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 Caleen Allen, 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 522N, Sacramento, California 95811 by August 22, 2011. For information regarding the California Department of Corrections and Rehabilitation institutions, please log onto www.cdcr.ca.gov or contact Caleen Allen at caleen.allen@cdcr.ca.gov or (916) 327-8017.

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 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: A safer California through correctional excellence.

Mission: We protect the public by safely and securely supervising adult and juvenile offenders, providing effective rehabilitation and treatment, and integrating offenders successfully into the community.