

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

ASSOCIATE DIRECTOR

FEMALE OFFENDER PROGRAMS AND SERVICES DIVISION OF ADULT INSTITUTIONS

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY

\$11,297*

FINAL FILING DATE:

September 4, 2008

The California Department of Corrections and Rehabilitation (CDCR) seeks a skilled leader to serve as Associate Director (AD), Female Offender Programs and Services (FOPS) to lead in this major correctional reform in California. The position is located within the Division of Adult Institutions (DAI). Under the administrative direction of the Deputy Director, Adult Institutions, the incumbent is responsible for providing managerial direction, evaluation and coordination to the various Wardens assigned to the FOPS, the Women and Children Services Unit, the Female Rehabilitative Community Correctional Centers, and the Female Residential Multi Service Centers. The position is the key policy advisor for the Department's Female Offender Reform, and is responsible for the implementation of the requirements of Penal Code 3430 and of the Department's Female Offender Master Plan. The position is also responsible for revision, and/or development of policies and procedures regulating the operation of the institutions and community-based facilities under his/her guidance; coordinating the application of existing and new policies with their counterpart AD's, to ensure uniformity and standardization, and instruction to the Wardens, as appropriate. The incumbent will coordinate mission-based activities with their counterpart AD's and other departmental and institutional management staff to ensure operational effectiveness and standardization. The position will ensure continuous alignment with Departmental strategic objectives.

The AD, FOPS will:

- Conduct periodic on-site visits to FOPS institutions, camps, community correctional and women and children facilities, and meet with each institution's/facilities management team to review and discuss issues related to:

Security issues, such as policies and procedures on the use of force, shooting policies and training, primary and secondary response, and post orders; housing policies, procedures and practices; effectiveness of overall operations to ensure all areas are working together to provide a safe and secure operation that is aligned with the strategic objectives of the Department; labor relations issues, equal employment opportunity issues and sensitive adverse action cases; litigation, both existing and new/potential, to ensure a cooperative and successful relationship with court monitors and other outside entities involved in the operation of the programs in the FOPS Institutions; and institution tours with the Warden to meet with supervisory and line staff in the program.

- Implement the various gender responsive strategies of the CDCR Master Plan for Female Offenders and the requirements of Penal Code 3430 related to female offenders, working collaboratively with both external, national subject matter experts, as well as the various offices of the CDCR to affect these reform efforts.
- Manage and supervise staff assigned to the AD's Office; collaborate with staff to provide input to the Department for the development of evidence-based program performance metrics and evaluations; and review and utilize data from these sources to enable evidence-based decision-making and policy recommendations to the Department.
- Maintain constant communication with other AD's and departmental staff to meet the needs of the FOPS Institutions and to facilitate knowledge of overall Department Operations and ensure alignment with strategic objectives; review resource allotments and expenditures, including trends and events; and initiate changes that will address efficient use of resources and ensure program effectiveness.
- Perform an immediate review of major emergency incidents (inmate riots, staff assaults, escapes, etc.) and provide administrative direction, advice and consultation to Wardens on matters related to the program mission, and keep executive staff informed of the situation.
- Conduct periodic meetings with Wardens to discuss operational issues and review policies/procedures and required performance measures; and attend compliance review exit interviews of each assigned institution to obtain feedback on findings of the audit team and to ensure corrective action plans are written and compliance is met.
- Participate on various committees and panels as chair or member. This would include advisory groups, interview panels, and committees created to address specific issues related to the assigned mission or departmental operations.

MINIMUM QUALIFICATIONS

- Extensive experience in public administration, personnel management, and leadership

- Experience communicating effectively both orally and in writing
- Management experience in adult institution operations
- Experience and knowledge in operation planning

ADDITIONAL QUALIFICATIONS

Candidate must have a thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections. Must be able to communicate ideas logically and clearly, both orally and in writing, and should be a leader and motivator, using tact and persuasiveness in achieving results. 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 and be knowledgeable of appropriate techniques in the areas of 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 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, and experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission and successfully managing associated transitions in the workplace with minimal disruptions; and manage operations within budget and methods to increase/adjust appropriately, understand, manage and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation/statute application/promulgation process, and work/develop 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 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
- 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 \$11,297 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, sale of residence, 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 CDCR 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 AD, FOPS Institutions 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 (name and telephone number) 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 108N Sacramento, California 95811 by **September 4, 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.gov.ca.gov or www.gov.ca.gov/appointments

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.