

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 ADULT PAROLE OPERATIONS CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY:

\$11,862- \$12,455

PLEASE NOTE that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

FINAL FILING DATE:

September 18, 2012

Under the administrative direction of the Undersecretary, Operations, the Director, Division of Adult Parole Operations is responsible for planning, organizing and directing the statewide parole program for adult felons and non-felons and related supportive program services. Areas of responsibility include Regional Field Operations, Parole Outpatient Clinics, Reentry and Community Care Facility Operations, Civil Addict Legal Processing, Program Review/Quality Control, Special Projects, and New Program Development.

Typical duties include:

- Responsible for statewide programs, policies and procedures; coordinate with divisions under Operations to provide community programming for adult felons, non-felons, parolees and reentry inmates under the jurisdiction of the California Department of Corrections and Rehabilitation; develop operational procedures and policies for statewide usage and implementation; and direct program planning.
- Brief and advise the Undersecretary, Operations, on matters concerning parole operation and policy; recommend approval or disapproval of budget change proposals submitted by Regional Administrators and program managers on issues involving adult parole administration and programming; represent the

Department before the Legislature and Executive branches of government on policy and budget issues; and confer with members of the public and representatives of national, state and local governmental agencies to formulate and implement procedures for correctional planning.

- Provide supervision relative to parole operational policies to Regional Parole Administrators and Deputy Regional/Parole Administrators; review, approve, and/or modify parole operational and program policies, employee disciplinary actions, field operation procedures, legislation affecting parole programming operations, and departmental Review Board actions, reports, and correspondence.
- Collaborate with local public organizations and community based organizations to assist in improving public safety through cooperative agreements between organizations towards crime interdiction and successful parolee integration.

DESIRABLE QUALIFICATIONS

- Extensive knowledge of and/or experience in adult parole management
- Extensive budgetary experience
- Extensive knowledge of and experience in interfacing multifaceted programs
- Extensive knowledge of evidence based programming to assist in successful reintegration of offenders

ADDITIONAL QUALIFICATIONS

- Thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections.
- Extensive 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 establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in and effectively contributing to the Department's equal employment opportunity objectives and mission.
- Knowledge of principles, practices, and trends in public administration, organization, and management; techniques of organizing, program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development.
- 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; 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 methods to appropriately adjust, understand, manage and communicate financial information.

- 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.
- 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.
- Strong ability to collaborate internally and externally with divisions and organizations in implementing public safety policy and rehabilitative programming.

COMPENSATION AND BENEFITS

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 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

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 following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Adult Parole Operations 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 Christine Schiro, 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 100-S, Sacramento, California by September 18, 2012. For further information regarding this position, please contact Christine Schiro at (916) 445-9061 or Christine.Schiro@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 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: The overarching **vision** is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching **mission** is to improve public by safety through evidence-based crime prevention and recidivism.*