

# 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\***

**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: October 5, 2011**

Under the administrative direction of the Deputy Director, Division of Adult Institutions (DAI), the Associate Director, Female Offender Programs and Services (FOPS) 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 Associate Director, FOPS is the key policy advisor for the Department's Female Offender Reform and responsible for implementation of the requirements of Penal Code 3430 and of the Department's Female Offender Master Plan. The Associate Director, FOPS is also responsible for revising and/or developing 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 counterpart Associate Director's to ensure uniformity, standardization, and instruction to the Wardens, as appropriate; coordinating mission-based activities with counterpart Associate Director's, other departmental, and institutional management staff to ensure operational effectiveness and standardization; interacting with the Regulations and Policy Management Branch concerning policy development; and ensuring continuous alignment with Departmental strategic objectives.

Typical duties of the Associate Director, FOPS include the following:

- 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 Associate Director'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 counterpart Associate Director'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 CDCR. 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.

**The Associate Director, FOPS 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 these positions.

**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 these positions.

**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 shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections and Rehabilitation 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 position 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 these positions.

### **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
- Professional Development Day – two days per fiscal year
- 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 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 13<sup>th</sup> 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 following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Associate Director, Female Offender Programs and Services 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 **Tricia Girard**, 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 522-N, Sacramento, California by October 5, 2011. For further information regarding this position, please contact Tricia Girard at (916) 327-8033 or [tricia.girard@cdcr.ca.gov](mailto:tricia.girard@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](http://www.gov.ca.gov) or [www.gov.ca.gov/appointments](http://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 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.*