

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 INSTITUTIONS

CALIFORNIA DEPARTMENT OF
CORRECTIONS AND REHABILITATION

MONTHLY SALARY:
\$12,455*

FINAL FILING DATE:
October 21, 2009

Typical duties include the following:

Under the direction of the Chief Deputy Secretary, Adult Operations, the Director, Division of Adult Institutions, is responsible for the management and operation of 33 institutions, 44 conservation camps, 13 community correctional facilities, and the California Out of State Facilities.

The position manages the state's adult prison system which includes approximately 167,000 inmates. Responsibilities include formulating and implementing departmental policies, rules, regulations, and guidelines as they relate to the administration and operation of adult prisons, camps and community based facilities and/or centers.

As a member of the Department's management team, collaborates with all functions in the Secretary's Office; the Director, Division of Adult Parole Operations; the Director, Division of Community Partnerships; the Director, Division of Correctional Health Care Services; and the Director, Division of Education, Vocations and Offender Programs on issues including the following: transition of inmates to parole status; reentry programs; inmate and parolee health care, education, treatment and rehabilitation programs; correctional justice reform; and programming and budget priorities for adult operations. As needed, coordinates with the Chief, Regulation and Policy Management Branch on the development, analysis, and implementation of policies affecting adult institutions.

Represents the Department before the Legislature and Executive Branches of government on policy and budgetary matters that affect adult institution operations. May act on behalf of the Chief Deputy Secretary, Adult Operations, in his/her absence.

DESIRABLE QUALIFICATIONS

- Extensive experience in public administration, personnel management, and leadership
- Extensive knowledge of and/or experience in adult prison management
- Extensive knowledge of and/or experience in adult parole management
- Extensive knowledge of and experience in interfacing multifaceted programs
- Extensive budgetary experience
- Demonstrated experience in communicating effectively both orally and in writing

ADDITIONAL QUALIFICATIONS

- Thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections.
- General knowledge of community organizations, including faith-based organizations, and successful approaches to foster community partnerships in a correctional environment.
- 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 using tact and persuasiveness in achieving results.
- 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; 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 use methods to adjust appropriately, 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.

The Director, Division of Adult Institutions 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
- 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

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 \$12,455 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 Director, 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 Eolda 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 by October 21, 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 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: 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.