

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

Assistant Secretary **Office of Victim and Survivor Rights and Services** **CALIFORNIA DEPARTMENT OF** **CORRECTIONS AND REHABILITATION**

***MONTHLY SALARY:**

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: **November 22, 2011**

Under the general direction of the Undersecretary, Operations, the Assistant Secretary, Victim and Survivor Rights and Services, has responsibility for direct oversight of crime victim and survivor services provided by the Department.

Among other things, the position will provide leadership and policy guidance for the Department's management team on how to proactively promote victims' rights and improve victim services. This will include establishing a Department-level victim focus that sets victim services priorities, identifies and recommends programmatic changes within the Department, and collaborates with other justice and community-based agencies and programs.

The duties include but are not limited to:

- Establish a Department-level focus and agenda that sets victim services priorities and recommends programing changes within the Department. Oversee the supervision of the victim services provided by the Department.
- Establish and maintain working relationships with law enforcement, district attorneys, public defenders, court personnel, victim coalitions and alliances, community-based programs, and statewide and national organizations.

ASSISTANT SECRETARY, OFFICE OF VICTIM
AND SURVIVOR RIGHTS AND SERVICES

Page 2

- Participate in Department-related management activities and special assignments. Represent the Department at meetings and events related to crime victim issues, including professional conferences, and make presentations at workshops, hearings, and other public or private sessions.
- Participate in other State sponsored victim services efforts including the Victims of Crime Act (VOCA), administrators, Victim Compensation and Government Claims Board, Department of Justice, Department of Health and Human Services, and the Office of Emergency Services.
- Review publications and literature on victim issues and promote opportunities to implement new strategies in California. Identify and confer with entities on a national level regarding the “best practices” in victim and survivor services. Showcase the Department’s efforts as national models that can be replicated in other states or countries.

DESIRABLE QUALIFICATIONS

- Experience and knowledge in policies governing victims’ rights and improving victim services.
- Experience communicating effectively both orally and in writing with internal and external stakeholders.
- Extensive experience in public administration, personnel management, and leadership.

ADDITIONAL QUALIFICATIONS

- Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the Department-level victim focus that sets victim services priorities, identify, and recommend changes within the Department and develop positive cooperative relationships with other community-based agencies, customers, and internal/external stakeholders.
- 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.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using “best practices” in victim’s and survivor services.
- Demonstrated leadership, flexibility and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of an Assistant Secretary, Office of Victim and Survivors Rights and Services.
- 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.

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 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 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 Assistant Secretary 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 **Gloria Monroe**, 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 November 22, 2011. For further information regarding this position, please contact Gloria Monroe at (916) 445-9287 or gloria.monroe@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.*