

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

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director
"New Start" Prison to Employment Program
Adult Programs
CEA 3

Or

Deputy Director
"New Start" Prison to Employment Program
Adult Programs
Exempt

Note: This is one position that may be filled as either a CEA or Exempt. If you are interested in being considered for this position in either status, you must apply for both as detailed below.

FINAL FILING DATE: November 19, 2008

SALARY RANGE: \$8,594-\$9,476*

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Chief Deputy Secretary for Adult Programs the Deputy Director of the "New Start" Prison-to-Employment program administers the Department's employment services to adult offenders; provides statewide leadership in employment programs for offenders in the adult correctional system; ensures all employment services are effectively delivered and meets program credibility standards; participates in crafting public policy relating to the employability of adult offenders; initiates and participates in efforts to obtain and sustain partnerships with various entities who contribute to the employment delivery system of adult offenders, including executives and administrators of private foundations, executives, administrators, and staff of other State departments, the Legislature, and advocacy groups; ensures rigorous standards are developed and met in obtaining offender employment; and directs the development of departmental policies and programs that are the basis for delivery of adult offender employment services. Statewide travel is required.

Duties include, but are not limited to:

- Plans and directs the development of policies for providing employment services in accordance with current research and best practices in placing adult offenders in stable jobs which provide adequate wages and upward mobility. Directs the design, development and deployment of policies and service delivery systems that optimize the employability of adult offenders; obtains and evaluates employment related policies and systems of other state and federal jurisdictions and incorporations, as appropriate, those which optimize the Department's delivery of employment services for adult offenders; and ensures that employment programs and services are appropriately monitored and evaluated. It is expected that employment services will be available throughout the CDCR adult correctional system including institutions, camps, and parole offices.
- Provides administrative direction in the design and implementation of policies related to employment delivery systems and vocational activities; provides direction on the methods of evaluating program effectiveness and participates in on-site program evaluations; provides plan directions and preparation of the "New Start" budget; oversees all "New Start" staff personnel actions; and oversees on-site evaluations of employment programs to determine compliance with law and policy.
- Maintains appropriate channels of communication within the Department and ensures that staff are informed about relevant laws, polices, regulations, procedures, and matters related to the improvement and welfare of the Department. Reviews and monitors all programs to determine and ensure conformance to departmental policies and appropriate State and federal laws. Reviews program exit interviews and monitoring documents, evaluation tools, corrective action plans, and policies and procedures to ensure effectiveness.
- Consults with and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal and State legislative bodies, and court decisions.

KNOWLEDGE AND ABILITIES:

CEA AND EXEMPT

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative

matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

EXPERIENCE:

- Significant leadership experience (more than 7 years) in implementing complex statewide or large-scale programs or projects that involve partnering with multiple and divergent groups or individuals, such as federal, state or local governments or political subdivisions, local community-based organizations, or public or private agencies. The risks and rewards of success or failure must have been substantial.
- Significant experience (more than 10 years) interacting on a professional level with federal, state, or local government divisions or agencies as well as elected officials, including the Legislature and the Governor's Office.
- Significant experience (more than 10 years) in developing statewide policies for health and human services delivery systems, preferably related to offender employment and/or the employment of other individuals who have employability challenges.
- Demonstrated experience (more than 10 years) in a leadership, management, or supervisory position requiring the ability plan, organize, and direct multidisciplinary staff; knowledge of budgetary, personnel, contracting, and business practices; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.
- Significant experience (more than 7 years) in convening high-level councils or workgroups, report writing, and meeting facilitation skills.

ABILITIES:

- Three examples demonstrating the applicant's ability to effectively perform a major policy-influencing role and function.
- Three examples of the applicant's ability to plan, organize, direct and oversee implementation of a large or complex program, project, or activity. This should involve consideration of fiscal, personnel, or other business issues, and interpersonal relationships among individuals with shared and divergent positions or opinions.
- Examples should summarize the knowledge, skills, and abilities that the applicant believes makes him or her qualified for the job. The applicant shall also indicate how he or she will approach implementation of the prison-to-employment program and how he or she will contribute to the success of the program.

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
- 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 PAY INFORMATION:

* The monthly salary of \$8,594 - \$9,476 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 reentry into society. The Department's headquarters office is located in Sacramento, California.

MINIMUM QUALIFICATIONS:

CEA ONLY

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator,

Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION FOR APPLYING:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, "New Start" Prison to Employment Section, Adult Programs CEA 3/Exempt vacancy. For further information regarding this position, please contact Karyn Bates at (916) 327-8033 or Karyn.Bates@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by November 19, 2008 to Karyn Bates, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin for CEA, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the CEA eligible list. Your performance in the CEA examination described on this bulletin will be compared with the

performance of others who take this CEA examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

REVIEW AND SELECTION PROCESS:

EXEMPT ONLY

An executive screening committee will conduct a review of all applications and Statement of Qualifications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Deputy Director, "New Start" Prison to Employment Section, Adult Programs 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.
- Submit a resume of qualifications and experience.
- Submit a **Statement of Qualifications** consists of your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS MAY BE ELIMINATED FROM CONSIDERATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**
- Submit three professional references (names and telephone numbers).

Submit the resume of qualifications and experience, statement of qualifications, and three professional references to Karyn Bates, Executive Recruitment and 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 95811 by November 19, 2008. For further information regarding this position, please contact Karyn Bates at (916) 327-8033 or karyn.bates@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 on line for an Exempt position it is not necessary to complete another on line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you originally submitted the on line application along with a current resume. You must also submit your resume, references, and Statement of Qualifications to Executive Recruitment and 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.