

# 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**

### **CHIEF, HEADQUARTERS OPERATIONS OFFICE OF INTERNAL AFFAIRS & CHIEF, FIELD OPERATIONS OFFICE OF INTERNAL AFFAIRS**

**CALIFORNIA DEPARTMENT OF  
CORRECTIONS AND REHABILITATION  
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY  
\$10,123\***

**FINAL FILING DATE:  
December 3, 2008**

**Under the general direction of the Assistant Secretary, Office of Internal Affairs (OIA):**

Each Chief, OIA position is responsible for overseeing the Department's internal affairs investigative program and ensuring system-wide application of OIA investigatory policies and procedures; participating in the strategic and operational plans; coordinating with the Office of the Inspector General Bureau of Independent Review's Chief Assistant Inspector General or designee on cases monitored by the Bureau of Independent Review and the CDCR Office of Legal Affairs' Assistant General Counsel or designee for designated cases; and elevating cases and/or issues to the Assistant Secretary, OIA, as necessary.

**Chief, Headquarters Operations** is responsible for the management and direction of the Department's internal affairs administrative, criminal, and deadly force investigations consisting of various peace officers and administrative classifications located within headquarters; and provides for centralized oversight of internal affairs at headquarters. The Chief is also responsible for the oversight and coordination of the Department's Deadly Force Review Board, Central Intake Unit, Special Investigations Unit, Workers Compensation Fraud Investigations Unit, Administrative Services Unit (which encompasses monitoring, evaluating, and reporting, policies and procedures, litigation coordination, and training), Information Technology Unit (including the Case Management System), Budgets, and Personnel. Provides direct supervision to the OIA Headquarters Special Agents-In-Charge who manage and direct the day-to-day operation of the headquarters office. The Chief also is responsible for the OIA operational budget, including the fiscal oversight of the headquarters and three regional offices.

**Chief, Field Operations** is responsible for the management and direction of the Department's internal affairs administrative, criminal, and deadly force investigations consisting of various peace officers and administrative classifications located in three regional offices in different geographic areas of the State - Northern Region, Sacramento; Central Region, Bakersfield; and Southern Region, Rancho Cucamonga. The Chief provides centralized oversight of internal affairs and deadly force investigations in regional offices conducted in conjunction with departmental hiring authorities located in the field and supervises Special Agents-In-Charge who manage and direct the day-to-day operation of their respective regional offices. The Chief is also responsible for ensuring compliance with the general OIA operational budget and OIA policies and procedures.

Typical duties of each position include the following:

- Serves as a top advisor to Department management on employee investigation issues; oversees investigations into allegations of employee misconduct and on administrative, criminal, and related issues; updates the Assistant Secretary on matters for outside investigations as well as for criminal prosecutions; and provides general oversight and coordination of the Department's Deadly Force Investigative Teams.
- Establishes guidelines, priorities, and management systems to ensure an efficient and effective investigative operation; develops policies and procedures as they relate to employee misconduct investigations; evaluates the impact of laws, rules, and court decisions on the investigative process; and identifies and recommends changes to departmental policies which may contribute to situations of employee misconduct.
- Participates in the development, implementation, and evaluation of the departmental strategic and operational plans; and serves as liaison to and maintains effective working relationships with federal, state, and local law enforcement and prosecutorial agencies.
- Develops indicators for and identifies high risk employees, institutions, and program areas within the Department; appraises departmental management of potential legal liabilities incurred as a result of inconsistent and/or inappropriate application of laws, policies, procedures, etc.; testifies in state and federal court and before the Legislature regarding the Department's internal affairs process; and identifies proposed changes in Memorandums of Understanding, laws, and rules relative to employee misconduct, internal affairs, and retaliation investigations.

### **DESIRABLE QUALIFICATIONS**

- Eight years of recent, full-time paid experience as a law enforcement officer with a city, county, state, or federal police agency, including at least five years of full-time experience performing criminal investigations and two years of supervisory or lead worker experience.
- Graduation from an accredited four-year college or university. Preferred qualifications include a master's degree from an accredited college or university and evidence of continuing training and self-development such as graduation from the FBI National Academy or other police leadership development program. Any satisfactory equivalent combination of experience, education, or training which ensures the ability to perform the work may be substituted for the required preferred education or experience.
- Experience managing a large multi-disciplinary, geographically diverse workforce.
- Extensive experience in public administration, personnel management, and leadership.
- Experience in analyzing and resolving complex program issues or problems.
- Budgetary and fiscal operations experience.
- Demonstrated experience communicating effectively both orally and in writing.

### **ADDITIONAL QUALIFICATIONS**

- Well-developed oral, written, and interpersonal skills.
- Willingness to work long and irregular hours.
- Willingness to participate in rotational 24-hour on-call duties.
- Travel as required in response to incidents occurring at penal institutions throughout an assigned region.
- Experience in directing, assessing, or reviewing investigations or working closely with law enforcement agencies.
- Experience in the critical examination and critique of law enforcement, regulatory, or administrative reports and/or testimony.
- Experience in criminal prosecution or defense, civil rights enforcement, public employment law, correctional or prison law, or general litigation.
- Varied administrative experience in a managerial capacity in budgets, human resources, and information systems with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- The ability to interact and communicate effectively with high-level management representatives of federal, state, and local government agencies, and internal and external stakeholders.
- Demonstrated leadership, flexibility, and judgment necessary to perform effectively in a high caseload environment.
- Law enforcement experience, especially in a supervisory capacity, in conducting criminal investigations at the federal, state, or local level.
- California POST Law Enforcement Basic, Intermediate, Advanced, Supervisory, Management, and Executive Certificate.
- Willingness to attend and complete law enforcement training courses, as deemed necessary by the Department.
- Knowledge of the legal practices pertinent to the California peace officer discipline process, including internal affairs and criminal investigations of sworn and non-sworn correctional staff; individual's constitutional rights including those related to laws of arrest, search, and seizure and the service of legal process; major investigative operational plans; interview, interrogation,

information, and intelligence gathering processes and procedures; proper tactics and use of force; peace officer training and techniques; and expertise in at least one or more of the following specialty areas: criminal, search, seizure, and public employment laws; rules of evidence, state, and federal civil rights law, correctional or prison law, and tort litigation; other aspects of the legal system; California penal hierarchy and organizational structure; and investigative techniques.

- Knowledge of the organization and functions of the 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 motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; a state manager'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.
- Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; supervise, conduct, direct, and review complex and sensitive investigations of all types; work well with law enforcement agencies and personnel; manage extensive workload; 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 in multiple departments and institutions and advise them on investigative 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; communicate effectively and persuasively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the Office's mission, policies, and procedures; maintain confidentiality of investigations and preserve protected legal relationships and privileges; maintain and qualify with departmentally assigned firearm, if required; and effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.
- General knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections.

**The Chief, Headquarters Operations & Chief, Field Operations, Office of Internal Affairs, are peace officer positions; 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 (PERS)
- 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 INFORMATION**

\* The monthly salary of \$10,123 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, 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 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 Chief, Headquarters Operations & Chief, Field Operations serve at the pleasure of the Governor and are “Exempt” positions, therefore appointment to each 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. A single application may be completed for one or both positions. 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 Tracy Heinsen, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-North, Sacramento, California 95811 by **December 3, 2008**. For further information regarding this position, please contact Tracy Heinsen at (916) 445-9061 or [tracy.heinsen@cdcr.ca.gov](mailto:tracy.heinsen@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 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 and references 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.*