

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 LEGISLATIVE AFFAIRS OFFICE OF THE SECRETARY 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:

December 14, 2009

The Assistant Secretary, Office of Legislative Affairs, Department of Corrections and Rehabilitation (CDCR), serves as the legislative advisor to the Secretary, Chief of Staff, Deputy Chief of Staff, and Undersecretaries. Additionally, this position serves as the principle policy advisor on all matters relating to federal, state and local legislation, and serves as the administrator of the Department's legislative program.

The Assistant Secretary, Office of Legislative Affairs, directs the legislative operations for the Department and makes policy recommendations to CDCR's executive management and other departmental staff on all bill analyses and legislative proposals prepared by the Department's programs. Advises executive management of developments concerning significant legislation impacting adult and juvenile operations. Coordinates the flow of legislation within the Department and with the Governor's Office and Legislators. Identifies problems with legislation affecting the Department and works to resolve them. Meets regularly with the Governor's Office to discuss and make recommendations on sensitive legislation. Has regular contact with the Governor's Office, Legislators, and interest groups on matters that affect programs within CDCR. Testifies at Legislative and budget hearings and represents the Department in meetings with Legislators and staff.

Works closely with the Department's General Counsel on legal matters affecting legislation or administrative regulations. Works closely with the Director, Division of Support Services, on budgetary matters affecting legislation and in budget hearings/negotiations during the budget process.

DESIREABLE QUALIFICATIONS

The candidate must have a thorough knowledge of juvenile and adult correctional organizations, State government, and the issues currently faced by California corrections. The candidate must be able to communicate ideas logically and clearly, both orally and in writing, and must be a leader and motivator, using tact and persuasiveness in achieving results; must be able to analyze complex legislative issues or problems and develop and/or make recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Extensive knowledge of CDCR's organization and functions, and the administration of juvenile and adult correctional programs.
- Extensive knowledge of the organization of the California State Legislature, its functions and the administrative process.
- 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 Legislative Affairs.
- Extensive 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.
- Extensive experience in analyzing complex problems and recommending effective courses of action, making independent sound, ethical decisions regarding highly sensitive legislative matters, and maintaining confidentiality using collaborative, evidence-based processes.
- Demonstrated broad experience communicating effectively, orally and in writing, with other agencies, internal divisions, boards, state, federal, and/or local agencies, Governor's Office, Legislators, local government jurisdictions, executive, institutional, and program staff, external stakeholders, and professional groups.

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

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 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 Assistant Secretary, Office of Legislative Affairs 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 on-line appointment application with the Office of the Governor. The on-line application may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments.

Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Caleen Allen, 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 December 3, 2009. For further information regarding this position, please contact Caleen Allen at (916) 327-8017 or caleen.allen@cdcr.ca.gov.

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.