

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, Contract Beds Unit Division of Adult Institutions 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: JANUARY 20, 2012

Under the administrative direction of the Associate Director, Female Offender Programs and Services, Camps, and Community Correctional Facilities (CCFs), the Chief, Contract Beds Unit (CBU), is responsible for providing managerial direction, evaluation, and coordination to the various Associate Wardens/Chief Deputy Wardens over the approximately 14,000 specialized beds in the Community Correctional Facilities Administration (CCFA) and the California Out-of-State Correctional Facilities (COCF).

Typical duties of the Chief, CBU include but are not limited to:

- Conduct periodic on-site visits to CCFs and COCFs, and meet with respective facility management teams to review and discuss issues related to:

Security, such as policies and procedures on the use of force, shooting policies and training, primary and secondary response, and post orders; housing policies, procedures, and practices; effectiveness of overall operations to ensure all areas are working together to provide a safe and secure operation that is aligned with the strategic objectives of the Department; labor relations issues, equal opportunity issues, and sensitive adverse action cases; litigation, both existing and new or potential, to ensure a cooperative and successful relationship with court monitors and other external entities involved in the operations of the programs in CCFs and COCFs; and facility tours with the Chief Deputy Wardens/Facility Directors to meet with supervisory and line staff in the program.

- Ensure the Department and contractors meet the requirements of Penal Code Sections 2910-2910.5 (public facilities) and Sections 6250-6256 (private facilities).

- Manage and supervise staff assigned to the Chief's office; collaborate with staff to provide input to the Department for the development of evidence-based program performance metrics and evaluations; and develop performance measures via COMPSTAT and other resources; review and utilize data from these sources to enable evidence-based decision-making and policy recommendations to the Department.
- Maintain consistent communication with counterparts and departmental staff to meet the needs of and to facilitate knowledge of overall Department Operations and ensure alignment with strategic objectives; review resource allotments and expenditures, including trends and events; and initiate changes that will address efficient use of resources and ensure program effectiveness.
- Coordinate mission-based activities with counterparts and other departmental and institutional management staff to ensure operational effectiveness and standardization.
- Coordinate uniform development, activation, and standard application of existing and new contracts amongst the various contract and specialized bed operations within the mission with counterparts and internal/external governmental entities.
- Monitor contractors for compliance with the provisions of the contract scope.
- Perform an immediate review of major emergency incidents (inmate riots, staff assaults, escapes, etc.) and provide administrative direction, advice, and consultation to Associate Wardens/ Chief Deputy Wardens on matters related to the program's mission, and keep executive staff informed.
- Conduct periodic meetings with Associate Wardens/Chief Deputy Wardens, contractors, and governmental entities (e.g., city/county officials) to discuss operational issues and review policies and procedures and required performance measures; and attend compliance review exit interviews of each assigned CCF and COCF to obtain feedback on findings of the audit team and to ensure corrective action plans are written and compliance is met.
- Participate on various committees and panels as chair or member. This includes advisor groups, interview panels and committees created to address specific issues related to the assigned mission or departmental operations.

DESIRABLE QUALIFICATIONS

- Knowledge of global operations of adult correctional institutions
- Knowledge of and experience in adult prison management
- Knowledge of and experience in interfacing multifaceted programs
- Demonstrated experience communicating effectively both orally and in writing
- Knowledge of the operational functions within an adult correctional institution
- Extensive experience in public administration, personnel management, and leadership
- Extensive budgetary and fiscal operations experience, including contract management

ADDITIONAL QUALIFICATIONS

Candidates must have a thorough working knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections. Candidates should have general knowledge of community organizations and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about contract management and budgetary affairs. 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 also be able to analyze complex program

issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledgeable of appropriate techniques in the areas of establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing in and achieving an equal employment opportunity workplace.
- Ability to analyze complex and emergent issues and recommend and take 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; manage operations within budget, and appropriately understand, manage, and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation application process, and develops 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, Board of Parole Hearings, Executive Branches of government, court monitors, community leaders, advocate groups and religious organizations.

The Chief, Contract Beds Unit, Division of Adult Institutions is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.

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
- 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 Chief, Contract Beds Unit 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 **Tricia Girard**, 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 JANUARY 20, 2012. For further information regarding this position, please contact Tricia Girard at (916) 327-8033 or tricia.girard@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) in which you are interested 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.*