STATE OF CALIFORNIA

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and 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.

INVITES APPLICATIONS FOR

Deputy Director
Division of Facility Planning, Construction and Management

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY: $12,165 - $12,530

PLEASE NOTE: 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, is further subject to budgetary constraints and considerations, and will be at the discretion of the Governor's Office.

FINAL FILING DATE:
February 13, 2015

Under direction of the Director, Facility Planning, Construction and Management, the Deputy Director administers the California Department of Corrections and Rehabilitation's (CDCR/Department), statewide capital outlay planning and budget process, land acquisition projects, and manages the design, construction, and renovation of prison housing units, prison support buildings and programming space.

Typical duties include the following:

- Evaluates CDCR's facility portfolio to ensure the ongoing operational needs of the department are met, (e.g., oversight of prison capacity calculations and projections of future housing needs). Acts as the liaison with Wardens and headquarters administrators regarding space requirements for prison support services and rehabilitation programs; directs the development of project scope, schedules, and budgets; reviews administrative procedures to ensure compliance with efficiency and standardization of operations requirements; reviews existing construction delivery methods and procedures to ensure

optimum results; and oversees fiscal management of funding sources and financing utilized for construction, and the Inmate Ward Labor Construction Services Program.

- Represents the Director, Facility Planning, Construction and Management in hearings before the Legislature and in meetings with individual legislators, the Department of Finance, the Governor's Office staff, other state, federal, and local agencies, and acts as liaison with statewide organizations.

- Serves as a member of the Director's Executive Operating Team and participates in executive level strategy planning, policy making, and priority setting for the Department and its facilities.

DESIRABLE QUALIFICATIONS

- Demonstrated broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of policies in areas including, but not limited to, capital outlay planning and land acquisition projects.

- Experience in the management of a comprehensive facility management program for a large multi-faceted agency or organization and knowledge of design, construction, and renovation of juvenile or adult correctional facilities.

- Experience in the formulation and implementation of procedures, policies, and programs related to designing, constructing, and renovating prison housing units, prison support buildings, and reentry program facilities.

- Demonstrated experience in representing the Department before the Legislature, control agencies, local government, and other state, federal, and local agencies on policy level issues related to facility planning.

- Managerial and program administrative experience which includes substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

- Extensive experience and knowledge of administrative management, personnel, and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and appropriate techniques in the areas of selection, training, motivation and staff recognition, progressive discipline, and a manager's role in and effectively contributing to the Departments Equal Employment Opportunity objectives and mission.

- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters, and maintain confidentiality using collaborative, evidence-based processes.

COMPENSATION AND BENEFITS

The State of California benefit package may include:

- 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 basic coverage of $50,000 for managers and $25,000 for supervisors, confidential and excluded employees.
- 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

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 California Department of Human Resources.

THE DEPARTMENT

CDCR 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 Deputy Director, Division of Facility Planning, Construction and Management 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

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

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 Sandy Rooke, Executive Appointments Unit, Office of Workforce Planning, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 101-N, Sacramento, California by February 6, 2015. For further information regarding this position, please contact Sandy Rooke at (916) 445-9287 or Saundra.Rooke@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 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 Executive Appointments Unit as noted above in "How to Apply."