

STATE OF CALIFORNIA



An Equal Employment Opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

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

Director Division of Administrative Services

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY: \$11,733 - \$12,870

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:
UNTIL FILLED**

Under the direction of the Undersecretary, Administration and Offender Services, Department of Corrections and Rehabilitation, the Director, Division of Administrative Services is responsible for providing leadership and oversight to the statewide support services functions within the Department. This includes the Offices of Fiscal Services, Business Services, Human Resources, and Regulations and Policy Management.

Typical duties include:

- Establishes departmental policies, procedures, and processes to manage the administrative operations of the Department.
- Formulates departmental rules and regulations for areas under the Director's span of control. Executes, signs, and approves orders, notices, and other documents on behalf of the Undersecretary, Administration and Offender Services and the Department as delegated.

- Confers with Directors, Associate Directors, Wardens, Superintendents, and Regional Administrators; Executive levels of management within CDCR; and officials of other governmental agencies in the delivery of departmental support services programs. Confers with members of the public and representatives of national, state, and local agencies.
- Provides advice and consultation to the Secretary and Undersecretaries on policy and programmatic issues which impact the administrative services and resources of the Department.
- Represents the department with the Legislature, Department of Finance, federal government, and other state agencies as they impact the financial and administrative operations of the department.

DESIRABLE QUALIFICATIONS

- Extensive experience in public administration, personnel management, and leadership
- Experience communicating effectively both orally and in writing
- Executive management experience in administrative support services
- Experience and knowledge in support services operations

ADDITIONAL QUALIFICATIONS

- Knowledge of CDCR's correctional Divisions and Programs, State government, and issues currently faced by the California Department of Corrections and Rehabilitation.
- Experience as a leader and motivator, using diplomacy in achieving results which demonstrates the ability to plan, organize, and direct multidisciplinary staff. Must also be able to analyze complex program issues at an executive level to recommend, develop, and implement effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality using collaborative, evidence-based processes.
- 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.
- Experience in Strategic and Tactical Planning; 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 use methods to adjust the budget appropriately; understand, manage, and communicate financial information.
- Experience in executive, administrative, support services, and personnel management; and knowledge of appropriate techniques of administrative operations, including an executive's role for contributing to and achieving an equal employment opportunity workplace.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation/statute application/promulgation process, and develop and maintain positive cooperative relationships with a wide variety of customers and stakeholders.

- Experience which demonstrates the ability to communicate effectively at the executive level with Legislators, local government jurisdictions, the Executive Branch of Government, the Agency Secretary and Undersecretaries, community leaders, advocate groups, unions and other entities.

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

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 Director, Division of Administrative Services 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 Grace Ruiz, 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 UNTIL FILLED. For further information regarding this position, please contact Grace Ruiz at (916) 324-6370 or grace.ruiz@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 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 Executive Appointments Unit as noted above in "How to Apply."

CALIFORNIA 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.*