

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 DIRECTOR DIVISION OF ADULT PAROLE OPERATIONS CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

THIS POSITION IS SENATE CONFIRMABLE

**MONTHLY SALARY:
\$12,336 - \$13,472**

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:
October 13, 2015**

Under the administrative direction of the Undersecretary, Operations, the Director, Division of Adult Parole Operations (DAPO) is responsible for planning, organizing and directing the statewide parole program for adult felons and non-felons and related supportive program services. Areas of responsibility include Regional Field Operations, Parole Outpatient Clinics, Reentry and Community Care Facility Operations, Civil Addict Legal Processing, Program Review/Quality Control, Special Projects, and New Program Development.

Typical duties include the following:

- Responsible for statewide programs, policies and procedures related to adult parole operations; coordinates with DAPO programs to provide community programming for adult felons, non-felons, parolees, and reentry inmates under the jurisdiction of the California Department of Corrections and Rehabilitation; develops operational procedures and policies for statewide usage and implementation; and directs program planning.
- Advises the Undersecretary, Operations, on matters concerning parole operations and policies; recommends approval or disapproval of budget change proposals submitted by regional administrators and program managers on issues involving adult parole administration and programming; represents the Department before the Legislature and executive branches of government on policy and budget issues; and confers with members of the public and representatives of national, state, and local governmental agencies to formulate and implement procedures for correctional planning.
- Provides supervision relative to parole operational policies to Regional Parole Administrators and Chief Deputy Regional/Parole Administrators; reviews, approves, and/or modifies parole operational and program policies, employee disciplinary actions, field operation procedures, legislation affecting parole programming operations, and departmental Review Board actions, reports, and correspondence.

DESIRABLE QUALIFICATIONS

- Extensive knowledge of and/or experience in adult parole management and operations
- Extensive budgetary and fiscal operations experience
- Extensive knowledge of and experience in interfacing multifaceted programs
- Extensive knowledge of evidence based programming to assist in successful reintegration of offenders
- Demonstrated experience communicating effectively both orally and in writing
- Experience in public administration, personnel management, and leadership
- Knowledge of the operational functions within adult parole operations

ADDITIONAL QUALIFICATIONS

Candidates must have a thorough working knowledge of adult correctional and parole organizations, State government, and the issues currently faced by California corrections and parole. Candidates should have general knowledge of community organizations, including faith-based organizations, and successful approaches to foster community partnerships in a correctional environment. Candidates 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 result. Must also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections and parole.
- Extensive experience in administrative management, personnel management, and leadership which demonstrates the ability to plan organize and direct multidisciplinary staff; and be knowledgeable of appropriate techniques in the areas of establishing partnerships, selection, training, motivation, and

recognition of staff, and progressive discipline; and a manager's role in and effectively contributing to the Department's Equal Employment Opportunity objectives and mission.

- Knowledge of principles, practices, and trends in public administration, organization, and management; techniques of organizing, program development, and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development.
- 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 and evidence-based processes.
- Knowledge of federal, state, and local laws and regulations; 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; and manage operations within budget and methods to appropriately adjust, understand, manage, and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation and statute application process; and develop 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, executive branches of government, court monitors, community leaders, advocate groups, and religious organizations.
- Strong ability to collaborate internally and externally with divisions and organizations in implementing public safety policy and rehabilitative programming.

The Director, Division of Adult Parole Operations 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 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 may be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Adult Parole Operations, 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:

1. Complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor’s Office.
2. Submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Douglas Ashmore, 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, Sacramento, California 95811-7243 Attn: Office of Workforce Planning, Executive Appointments Unit, Room 101-N by October 13, 2015. For further information regarding this position, please contact Douglas Ashmore at (916) 324-3289 or Douglas.Ashmore@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.”

CALIFORNIA 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.