

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

Deputy Director, Fiscal Services

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY: \$10,433 - \$11,284

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; and is further subject to budgetary constraints and considerations; and will be at the discretion of the Governor's Office.

FINAL FILING DATE:

Open Until Filled—Application review begins November 6, 2013

The California Department of Corrections and Rehabilitation (CDCR) seeks a highly skilled leader to serve as Deputy Director, Fiscal Services. Under the direction of the Director, Division of Administrative Services (DAS), the Deputy Director, Fiscal Services, administers and manages the Department's multi-billion dollar budget.

Responsibilities include advising the Director, DAS, on fiscal matters, i.e., accounting, budgetary, etc., that impact the Department and its operations, including adult institutions, juvenile facilities, adult and juvenile parole operations, and adult and juvenile programs.

In addition, the position manages the budget development processes for the Department, including the preparation of budget change proposals, schedules, and budgetary reports; oversees the allocation of the Department's budgetary resources and the financial review of those resources; oversees the Department's preparation of fiscal information for the Legislative Analyst's Office, the Department of Finance, and the Legislature; defends the budget at legislative budget committee hearings; and oversees all accounting operations

within the Department. The Deputy Director, Fiscal Services represents the Department with external agencies on major fiscal policy issues and acts for the Director, DAS, in his/her absence.

Typical duties include the following:

- Administer the Department's financial resources and uniform implementation of departmental policy and procedures through the Fiscal Services staff relating to budgeting, accounting, vendor reimbursement, and fiscal systems.
- Advise the Director, DAS, Executive Staff, and other departmental managers on complex fiscal matters concerning issues of significant policy impact, and recommend fiscal strategies and solutions.
- Represent the Department at legislative budget hearings and with representatives of the legislature, Auditor General's Office, Legislative Analyst's Office, Department of Finance, Department of General Services, and other public and private agencies on budgetary-related matters.

DESIRABLE QUALIFICATIONS

- Extensive experience in fiscal, accounting, and budget management, including the principles, practices, and methods of fiscal accountability, e.g., capital outlay, procurement, special projects, position allocation, and control.
- Experience in analyzing and resolving complex program issues or problems on matters relating to fiscal services, i.e., accounting, budgetary, etc.
- Extensive budgetary and fiscal operations experience with knowledge and understanding of the operation of fiscal systems.
- Knowledge of adult and juvenile correctional operations, State government, and the issues currently faced by California Department of Corrections and Rehabilitation.
- Administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of major programs, policies, staff development, and team building.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing, with other agencies including state, federal, and/or local agencies on matters related to fiscal services.

ADDITIONAL QUALIFICATIONS

- 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 as a leader and motivator, using tact and persuasiveness in achieving results.

- Experience in strategic and tactical planning; 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 operation within budget and use methods to adjust the budget appropriately; understand, manage, and communicate financial information.
- Experience in administrative management, personnel management, and leadership skills, which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of establishing partnership, selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in effectively contribution to the Department's equal employment opportunity objectives and mission.
- Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the legislative and regulating processes.
- Ability to establish and maintain positive, cooperative relationships with a wide variety of customers and stakeholders.
- Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Deputy Director, Fiscal Services.
- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.

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 Deputy Director, Fiscal 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

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 Jewell Stewart, 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 100-S, Sacramento, California until filled. For further information regarding this position, please contact Jewell Stewart at (916) 445-9287 or Jewell.Stewart@cdr.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 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.*