DECEMBER 7, 2015

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTICE OF CORRECTION

RECRUITMENT TITLE: **DIRECTOR, DIVISION OF REHABILITATIVE PROGRAMS**

FINAL FILING DATE: **JANUARY 11, 2016**

This is to announce the final file date for the Director, Division of Rehabilitative Programs has been extended from December 9, 2015 to January 11, 2016.

Applicants who previously applied for this examination with a final filing date of December 9, 2015 do not need to reapply. Your application has been retained on file with the Executive Appointments Unit, Office of Workforce Planning.

EXECUTIVE APPOINTMENTS UNIT

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 REHABILITATIVE PROGRAMS
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

THIS POSITION IS SENATE CONFIRMABLE

MONTHLY SALARY:
$11,894.00 - $13,250.00

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:
December 9, 2015

Under the administrative direction of the Undersecretary, Operations, the Director, Division of Rehabilitative Programs (DRP) is responsible for planning, organizing, and directing the statewide rehabilitative programs for adult inmates and parolees and related supportive program services. The Director, DRP, provides oversight of the Office of Offender Services (OOS), the Office of Correctional Education (OCE), and the Office of Program Accountability and Support (OPAS).

The OOS manages the in-prison and community components of the adult offender employment program and initiates/participates in efforts to obtain and sustain partnerships with various outside entities who contribute to the delivery of services to adult offenders, including executives and administrators of private foundations, executives, administrators, and staff of other state departments, the Legislature, and advocacy groups. The OOS

is responsible for establishing and maintaining collaborative partnerships with volunteers, volunteer organizations, local governments, and community providers to provide volunteer and self-help services within the California Department of Corrections and Rehabilitation (CDCR) prisons and re-entry and other services to parolees. In addition, the OOS oversees the statewide development and management of evidence-based substance abuse treatment and recovery programs for inmates and parolees and coordinates activities with multi-governmental funding agencies and public and private non-profit organizations to ensure cooperation in providing substance abuse services.

The OCE manages the adult academic and vocational education programs to improve offender skills and reduce recidivism.

The OPAS is responsible for the oversight and management of rehabilitative program utilization within CDCR institutions and parole units; fidelity of the programs provided by the Department in its continued efforts toward reducing recidivism; rehabilitative training for departmental staff; and the appropriate use of the funds allocated to CDCR for offender rehabilitative programming, personnel, hiring, and labor issues relative to current and expanded programming staffing, both at headquarters and in the field.

Specific duties include, but are not limited to:

- Responsible for statewide programs, policies, and procedures related to rehabilitative programs; coordinating with divisions under the purview of the Undersecretary, Operations to provide rehabilitative program services for adult inmates and parolees under the jurisdiction of the CDCR; developing operational procedures and policies for statewide usage and implementation; and providing direction for program planning.

- Brief and advise the Undersecretary, Operations, and CDCR executive management on matters concerning rehabilitative services and policy issues; represents CDCR before the Legislature on policy and budget issues; and confer with members of the public and representatives of national, state, and local governmental agencies to formulate and implement policies and procedures for rehabilitative services. Monitor expenditures to ensure accuracy and maintain budgetary constraints.

- Represent the Department to the public by attending conferences, symposiums, community events, and testifying before legislative committees regarding the needs of CDCR's rehabilitative programs. May act as the Undersecretary, Operations, in his/her absence.

DESIRABLE QUALIFICATIONS

- Extensive knowledge of and/or experience in operational functions, management, and procedures related to rehabilitative programs
- Extensive knowledge of, and experience in, interfacing multifaceted programs
- Extensive knowledge of evidence-based programming to assist in rehabilitation
- Demonstrated experience communicating effectively, both orally and in writing, with both executive level staff and external partners
- Experience in public administration, personnel management, and leadership

- Extensive budgetary and fiscal operations experience

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 and the ability to foster partnerships in a correctional environment and represent the department before the Legislature and executive branches of government on various policies and procedures related to rehabilitative programs. 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 results. Must also be able to analyze complex program issues and develop recommendations to resolve them. Specific skills, abilities, and characteristics include:

- Knowledge of CDCR's correctional divisions and programs, State government, and issues currently faced by the CDCR.

- 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; and principles and practices of policy formulation and development.

- Experience in executive, administrative, support services, and rehabilitative program management; and knowledge of appropriate techniques of statewide rehabilitative 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.

- Extensive 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 correctional rehabilitative programs and operations.

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 Days – 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, DRP, 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 Christopher Colbert, 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 December 9, 2015. For further information regarding this position, please contact Christopher Colbert at (916) 445-9287 or christopher.colbert@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.*