



# BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.*

**Position:** (138)  
Staff Service Manager I  
(Specialist)

**Position #:**  
917-100-4800-001

**Salary Range:**  
\$6124 - \$7608

**Issue Date:**  
March 18, 2020

**Contact:**  
Elizabeth Stevenson-White  
(916) 341-6891  
Elizabeth.Stevenson-White@bscc.ca.gov

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
April 1, 2020

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit application package electronically via CalCareers or to the address below:**

STATE CONTROLLER'S OFFICE  
Human Resources  
ATTN: Classification Unit – CN  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-100-4800-001. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

*All types of appointments will be considered, including but not limited to, T&D Appointments.*

Internal BSCC candidates are encouraged to apply, as selection is limited to internal candidates initially. Individuals with eligibility who are not internal candidates may only be considered in the event no internal candidates apply.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

### Scope of Position:

Under the general direction of the BSCC Executive Director and led by General Counsel, the Staff Services Manager I (Specialist) independently performs a wide variety of the most critical, sensitive, and emergent analytical assignments involving legislation for the Board of State and Community Corrections (BSCC).

Provides high-level legislative technical expertise and is responsible for decision making related to legislative activities, including the coordination, development, and formulation of bill analyses; and the development and implementation of policies resulting from new or amended legislation. Serves as the external stakeholder liaison and point of contact for Board members, executive-level staff, the Governor's Office, legislative and congressional staff, and other State, federal, and local agencies.

### Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Oversees and manages the review of a variety of complex bills and determines the impact to BSCC and/or its stakeholders. Thoroughly research, analyze, and extract the essential meaning of bills that affect the BSCC. This includes researching relevant background information, including regulations and statutes, identifying affected BSCC Divisions, areas of potential conflict, sensitive issues, etc.; determining the effect of the legislation, coordinating with administrative staff on the fiscal impact, reviewing and approving all fiscal analyses, briefing the Executive Team on all legislative issues, and ensuring the BSCC complies with California law and mandates.
- Independently serves as the Legislative Coordinator to all Divisions within the Board. Functions as the BSCC's legislative subject matter expert. Serves as a technical resource and in a lead capacity and provides high-level assistance to Divisions, Executive Team, and program staff. Prepares concise and well-written analyses that recommends a position to the Governor's Office. Submits all bill analyses timely on behalf of the BSCC. Reviews amendments to

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determine the new or revised impact and prepares all responses. Prepares and manages the Department's legislative concepts and legislative proposals by making recommendations to the Executive Team; and prepares written proposals for submittal to the Governor's Office. Liaises with Board members, legislative staff, interest groups, and other state agencies to facilitate enactment of the legislation. Attends weekly legislative meetings with the Governor's Office and represents the BSCC. Briefs the Executive Team on all enacted bills and the respective impacts. Completes and submits legislative status reports. Develops an electronic tracking system and uses it track the progress of all legislation through the committee process. Ensures accurate and timely reporting for all legislative drills and requests for information from the Department of Finance, Governor's Office, Legislative Analyst's Office, members of the public, or stakeholders.

- Presents legislative critiques and communication plans to Board staff for Department briefings. Prepares support and opposition letters to members of the Legislature on bills which impact the Board. Develops the Board's responses to inquiries from State legislative members, legislative authors, and committees. Facilitates resolution to legislative staff and constituent inquiries on the BSCC's implementation of legislation, policies, programs, and responsibilities. Coordinates with and prepares the Board Chair, Executive Director and/or Deputy Directors for legislative committee hearings and other meetings with stakeholders and other State and federal agencies. Represent the BSCC by attending hearings and meetings with legislators and/or their staff, local law enforcement representatives, special interest groups, etc. and may be called upon to testify before the Legislature at hearings.
- Independently resolve all complex legislative policy issues. Prepares all legislative correspondences and issue memos. Identifies proposed policy and programmatic changes to the BSCC's operations and makes sound policy recommendations to the Executive Team that accurately reflect the Board's activities, mission, policies, responsibilities, strategic goals, and vision. Develops appropriate strategies and implements policies resulting from new or amended legislation. Informs the Board Chair, Communications Director, Deputy Directors, and General Counsel of major policy issues, initiatives, and the impacts. Lead internal meetings to discuss legislation. Facilitate training, workshops, and webinars throughout the implementation process.
- Prepares and ensures the accuracy of all special projects assigned by the Executive Director or Executive Team. This includes performing the most difficult and complex technical work for these assignments, such as developing written proposals; and developing and conducting surveys; gathering and analyzing data; preparing completed reports and recommendations. Review submissions and responses to any special projects, assignments or drills assigned to agency staff by the Executive Director; analyze responses to ensure content is accurate, any data is appropriate and relevant, and any technical information is valid,
- Manages, coordinates, schedules, and facilitates high level events, meetings, workgroups and speaking engagements; Develops and distributes agendas and meeting materials to high ranking Board members and members of the public. Oversees the scheduling of appointments with members of the Legislature and other external stakeholders. Coordinate, communicate, and consult with Board

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members, share important and time-sensitive information with them, and respond to inquiries and questions on behalf of the BSCC, Board Chair, and Executive Director.

- Other duties as assigned, including coordinating, leading, organizing and completing special projects.

### **Desirable Qualifications:**

- Comprehensive knowledge of the State's Legislative Process.
- Experience analyzing bills and legislation.
- Experience tracking bills.
- Project Management experience.
- Excellent communication skills.
- Ability to communicate effectively with high level executives and stakeholders.
- Ability to use good judgment and make sound decisions.