



# 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: (1819)**  
Field Representative  
**2 Positions**

**Position #:**  
917-194-9613-003  
917-194-9613-025

**Salary Range:**  
\$10,674 - \$13,321

**Issue Date:**  
January 22, 2024

**Final Filing Date:**  
February 5, 2024

**Contact:**  
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(916) 341 -6891  
BSCCHR@BSCC.CA.GOV

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

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 – IG  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-194-9613-003/025. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

*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.*

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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

**Scope of Position:**

Under general direction of the Deputy Director, the Field Representative promotes public safety by formulating policy to ensure the safe operation of state and local correctional facilities; conducts inspections to evaluate compliance with policy; administers grant and local assistance programs; plans and completes complex research projects and special studies; and provides technical assistance to state and local corrections agencies.

Rotation of assignments and divisions may be required in order to alleviate the workload. Traveling to meet the needs of the assignment is required.

**Duties and Responsibilities:**

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

- **Local Detention Facilities** – Write clear and concise multi-page inspection reports, technical reports, and reports detailing findings of multi-year studies. Review crowding assessment reports and approve suitability plans of crowded local juvenile detention facilities. Organize and participate in preconstruction meetings with stakeholders involved in the planning, design, construction and/or remodel of a local detention facility; review and approve architectural drawings and specifications for all new construction and remodel projects within local detention facilities to assess cost effectiveness and compliance with Title 24 standards. Conduct investigations, studies, analysis and assessments of local detention facilities related to the safety, security, and cost effectiveness of operations within these facilities and publish the findings. Administer the Jail Profile and Juvenile Detention Profile Surveys, which includes collecting, analyzing and reporting data providing a statewide profile of local jails and juvenile detention facilities. Administer Compliance Monitoring of the federal Juvenile Justice and Delinquency Prevention Act (JJDP), including inspecting, monitoring, training, data collection and analysis, and providing technical assistance to local jurisdictions related to core protections of the JJDP. Attend and participate at local detention facility administrators and managers

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organizational meetings to provide access to information they require to operate constitutionally adequate juvenile and adult detention facilities and programs. Review and provide written response to complaints regarding conditions of confinement received from the public and/or detainees as they relate to the operation of local detention facilities and compliance with Titles 15 and 24 standards

- **Program Oversight and Compliance** - Plan, organize, direct, and conduct on-site inspections, investigations, and surveys of state and local corrections facilities and programs to monitor compliance with Board of State and Community Corrections (BSCC) minimum standards, including review of architectural plans to determine compliance with building standards. Identify program deficiencies and consult with correctional agencies to develop corrective action plans. Monitor correctional agencies through ongoing communication via telephone, e-mail and/or site visits in order to facilitate their ongoing compliance with minimum standards or corrective action plans. Prepare Board Agenda Items relative to the suitability of a facility for the confinement of youth pursuant to Welfare and Institutions Code Section 209(d). Evaluate the effective, efficient and appropriate use of correctional funding by state and local agencies and in accordance with state and federal laws, regulations, policies and procedures.
- **Policy Development** - Formulate regulations, policies, procedures and guidelines on a variety of correctional issues. Develop, revise and promulgate minimum standards for state and local corrections agencies. Monitor and evaluate emerging national, state, and local programs and "best practices" in a systematic manner in order to develop effective policy and capitalize on new opportunities. Analyze complex corrections issues, programs and legislation, and present information, alternatives, and policy recommendations to the Legislature, BSCC Board, local governing bodies and other entities. Prepare bill analyses, issue memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs.
- **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, work groups and advisory groups and lead groups to closure through consensus building. Instruct groups on issues related to the BSCC's mission and goals. Mediate disputes concerning local, state and national standards and court decisions as they impact BSCC programs. Provide a link between local, state and federal interests. . Collaborate with state and local agencies with oversight authority. Make determinations on difficult, politically sensitive state and local corrections problems to avoid or reduce possible litigation. Establish and maintain cooperative relationships with stakeholders, constituents, organizations and governing bodies impacted by the BSCC's mission. Actively participate in conferences, meetings, or hearings involving problems or issues of considerable consequence or importance in order to achieve a common understanding of the problem and thereby develop a satisfactory solution by either convincing individuals, arriving at a compromise, or developing suitable alternatives.
- **Technical Assistance and Outreach** - Advise, consult and provide technical assistance to state and local agencies impacted by BSCC operations. Train state and local corrections agencies on BSCC minimum standards and effective

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methods for compliance. Advise and direct state and local decision makers on correctional issues under BSCC's purview. Provide corrections agencies with information to optimize their operations and accomplish their primary purpose in an effective manner. Determine objectives, set priorities and schedule activities in order to ensure the appropriate and timely delivery of services. Prepare and deliver agenda items and presentations for board meetings, task groups, management reviews, stakeholder conferences and other working groups.

- **Research and Special Studies** – Plan, organize, direct, implement and review comprehensive needs assessment surveys, organizational studies, and program reviews and write findings reports. Evaluate the needs of corrections agencies, research feasible and innovative solutions to identified problems and issues, and recommend appropriate solutions. Prepare plans and proposals that meet the needs of corrections agencies while maintaining BSCC organizational credibility and program responsibility; evaluate agency program and budget activities. Respond in a flexible and timely manner to the BSCC and its management team on a variety of special assignments and issues.
- **Subject Matter Expert** - Testify as an expert witness before boards of supervisors, city councils, grand juries and state and federal courts. Serve as a subject matter expert before state and local government and law enforcement groups, detention organizations, commissions, task groups, and citizen groups.
- **Other Duties** – Perform other Field Representative related duties such as data collection and analysis, development of training plans, legislative analysis and other tasks that may arise that are critical to the successful administration of BSCC's programs.

### **Desirable Qualifications:**

- Knowledge of business English and correspondence and principles of effective training.
- Ability to assess complex matters and be aware of critical issues by developing effective courses of action to solve problems.
- Ability to work under pressure and establish workload priorities in order to meet critical time frames.
- Dependable, punctual, with an excellent attendance record, as well as the ability to effectively communicate.
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Proven ability to exercise a high degree of confidentiality, initiative, responsibility and independence.