Department of Corrections & Rehabilitation

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-83400 – Chief, Rehabilitative Contract Compliance
Division of Rehabilitative Programs
CEA Level A
Final Filing Date: 10/30/2017

EQUAL OPPORTUNITY EMPLOYER

The State of California is 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 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 illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Control #:</th>
<th>JC-83400</th>
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<tbody>
<tr>
<td>Position #(s):</td>
<td>065-110-7500-004</td>
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<tr>
<td>Working Title:</td>
<td>Chief, Rehabilitative Contract Compliance, Division of Rehabilitative Programs</td>
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<tr>
<td>Classification:</td>
<td>C. E. A. Level A</td>
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<tr>
<td>Salary Range:</td>
<td>$6,913.00 - $9,937.00</td>
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<td># of Positions:</td>
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</tr>
<tr>
<td>Work Location:</td>
<td>Sacramento County</td>
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<tr>
<td>Job Type:</td>
<td>Career Executive Assignment - Non Tenured, Full Time</td>
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DEPARTMENT INFORMATION

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.

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.

Department Website: http://www.cdc.ca.gov

JOB DESCRIPTION AND DUTIES

Under the administrative direction of the Associate Director, Division of Rehabilitative Programs (DRP), the Chief, Rehabilitative Contract Compliance is responsible for the management, administration, and ongoing operations of programs and provides contractual oversight for multiple contracts delivering services to the California Department of Corrections and Rehabilitation (CDCR) offender and parolee population statewide.

The Chief plans, organizes, and directs all program activities and policy for community-based and in-prison reentry programs. The Chief coordinates all program activities through subordinate managers and has full responsibility and extensive involvement in program and policy formulation, implementation, and management to ensure that all aspects of the programs are in contract compliance with state and federal mandates and court orders.

Typical duties include the following:

- Develop, formulate, and implement all policies related to DRP community-based and in-prison reentry programs to ensure contract compliance; project/program planning, design, coordination; implementation of research, tracking, and reporting programs; fiscal and personnel management; and ensuring that all aspects of programming are in complete compliance with state and federal mandates.

- Development, implement, and monitor the Department’s community-based and in-prison reentry programs for prevention, intervention, employment and treatment to assist in successful integration to society; plan, organize, and direct the activities of administrative staff through subordinate managers, and supervisors; and recommend, develop, and implement policies and procedures relative to the provision of programming to inmates and parolees to ensure that offenders have the opportunity to participate in a program to address their individual needs and to reduce factors that contribute to their criminality. Work closely with CDCR’s Office of Business Services on contract execution and development.
• Serves as the key departmental contact for program issues with city, county, state and federal offices, law enforcement officials, attorneys, program providers and community groups/organizations; and responds to inquiries from the Governor’s Office and the Legislature; advisor for community care and in-prison contractual issues to the Director of DRP, departmental executive and management staff, Wardens, and Superintendents in the area of rehabilitation relative to evidence-based practices and quality services; coordinates activities with federal funding agencies and other state agencies including the Department of Health Care Services, the Attorney General’s Office, and the Office of the Inspector General to ensure interagency cooperation.

• Work with internal stakeholders to design and implement new programs for parolees and inmates using national best practices and research; evaluates the effectiveness and impact of rehabilitative programs and recommend and implement modifications to these programs; serves as a consultant to the DRP Director’s Stakeholder Advisory Group; and provides overall direction in the management of the Program Operations annual budget and other administrative functions.

APPLICATION INSTRUCTIONS

Dates Printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10/30/2017

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How to Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

Department of Corrections & Rehabilitation
Attn: Felicia Pridgen
Executive Appointments Unit
P.O Box 942883
Sacramento, CA 94283
Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Felicia Pridgen  
Executive Appointments Unit  
1515 S Street, Room 101 North  
Sacramento, CA 95811

Please place applications in the Office of Workforce Planning “Drop Box” located in the main lobby.  
08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.

- Statement of Qualifications - Maximum of four (4) pages, typed in size 12 font, describing your experience, knowledge, and abilities as they relate to the desirable qualifications identified on this bulletin. The desirable qualifications listed on the bulletin must be addressed and numbered in the same order on the Statement of Qualifications (SOQ), and include specific examples. For additional information on how to complete an SOQ, please visit our website by clicking here http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/ExamsExecutive/CEA.html

  Please note: Resumes do not take the place of the SOQ. Failure to submit an SOQ will result in elimination from the examination.

- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.
Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

**General Qualifications**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department’s or agency’s Equal Employment Opportunity objectives.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II; Correctional Administrator, Department of Corrections; Parole Administrator I, Adult Parole; Program Administrator, Correctional School; or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.
CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

**DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Broad and extensive contract experience in the development and implementation of prevention, treatment and intervention contract services, policies and operational procedures.

2. Knowledge of evidence-based substance use disorder treatment services, risk and needs assessments, community corrections, institutional reentry programs, and employment programs to address inmate and parolee criminogenic needs.

3. Ability to develop cooperative working relationships with regulatory agencies, service providers, local government officials, and others, and the ability to communicate effectively regarding policy level issues, both verbally and in writing.

4. Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of a manager’s role in providing equal employment opportunity and the state disciplinary process in the work place.

**EXAMINATION INFORMATION**

This examination will consist of a review by an executive screening committee of the candidates' SOQ that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified on the bulletin, using predetermined evaluation criteria. The SOQ may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.
Hiring interviews for the job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

**CONTACT INFORMATION**

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** http://www.cdc.ca.gov/

Human Resources Contact:
Felicia Pridgen
916-445-9287
Felicia.Pridgen@cdcr.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**
CDR EEO OFFICE
(916) 255-1301
Personnel-HelpDesk@cdcr.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.