This is to announce the Final Filing Date for the Regional Parole Administrator, Headquarters (Assistant Deputy Director), CEA Level B examination has been extended.

Applicants, who previously applied for this examination with a final filing date of September 27, 2019 do not need to reapply. Your application has been retained on file with the Executive Appointments Unit.
Department of Corrections & Rehabilitation

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-171494 – Regional Parole Administrator, Headquarters (Assistant Deputy Director)

Final Filing Date: 09/27/2019
Final Filing Date Extended: 10/11/2019

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

Job Control #: JC-171494
Position # (s): 061-001-7500-600
Classification: Regional Parole Administrator, Headquarters
Working Title: Assistant Deputy Director
Salary Range: $10,511.00 - $13,502.00 per month
# of Positions: 1
Work Location: Sacramento County
Job Type: Career Executive Assignment – Non Tenured, Full Time
Division/Program: Division of Adult Parole Operations
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.

CDCR Department Website

JOB DESCRIPTION AND DUTIES

Under the administrative direction of the Deputy Director, Division of Adult Parole Operations (DAPO), the Regional Parole Administrator (RPA) provides high level operational, administrative, and policy direction within a parole region or division headquarters; represents DAPO and the Department in both state and federal jurisdictions; attends meetings with the Attorney General’s Office, District Attorney’s Office, Sheriff’s Office, Chiefs of Police, Probation Chiefs, Wardens, and other community agencies and organizations; advises the Director and Deputy Director, DAPO, and as appropriate, the Undersecretary, Operations, and members of the Board of Parole Hearings on departmental programs and matters as they relate to parole issues. The RPA is a member of the DAPO Director’s Executive Staff.

Duties include, but are not limited to:

- Develop, implement, and provide high level operational and administrative oversight on statewide parole operations to regional or division headquarters’ staff; formulate policies and procedures for major parole programs; analyze growth and future staffing needs; meet, coordinate, and maintain close liaison with local law enforcement agencies and superior and federal courts in carrying out court-mandated due process procedures related to released offenders; meet with elected officials, the Judiciary, Chief Probation Officers, and the public regarding the establishment of new reentry facilities and parole units; coordinate with courts and county agencies regarding the use of local treatment facilities, return-to-custody facilities, and substance abuse programs; coordinate, develop, implement, and direct new programs related to the diversion of parole violators; respond to media contacts regarding sensitive and public interest cases; represent the Division at public hearings; address community groups, local governmental and law enforcement agencies, and the media regarding parole operations and programs.

- Establish policies, procedures, and evidence-based standards for parole field supervision; review, formulate, interpret, and implement departmental policy for high level projects having broad impact across multiple programmatic areas; make program and policy recommendations that have department-wide impact in a wide variety of areas such as organizational structure, evidence-based strategies, and program enhancements related to the functionality of CDCR; direct the development of community-based resources in order to effect the greatest possible success in parolee reentry into the community.
Prepare, justify, and monitor budget proposals; monitor recruitment, hiring, and the appointment process; administer the employee disciplinary process; determine placement of new staff; meet with union representatives to resolve labor problems; direct the planning and implementation of training programs; evaluate staff for special assignments, promotions, succession planning, and development; attend and participate, on behalf of the DAPO Director, on boards and in selected internal and external advisory committee, local government, and departmental divisional meetings.

Travel to regional and/or field parole offices to ensure consistent application of policies and procedures in all regions and standardization of operations.

**SPECIAL REQUIREMENTS**

*The Regional Parole Administrator, Headquarters (Assistant Deputy Director) is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.*

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for, and has applied for, U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are ineligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable state or federal laws is ineligible for appointment to any position in this classification.

**Age Limitation-minimum age for appointment:** 21 years.

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a California Department of Corrections and Rehabilitation background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, firearms, and chemical agents is a requirement for permanent status in this classification.
APPLICATION INSTRUCTIONS

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. 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: 09/27/2019
Final Filing Date Extended: 10/11/2019

Who May Apply

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

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How to Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a completed hard copy Application Package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

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

Department of Corrections and Rehabilitation
Attention: Joshua Edwards
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:

Executive Appointments Unit
Attention: Joshua Edwards
1515 S Street
Sacramento, CA 95811
Please place applications in the Office of Workforce Planning “Drop Box” located in the main lobby between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.

Required Application Documents

The following items with your application. Applicants who do not submit the required items timely may not be considered for this job:
• Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your CalCareer Account. 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.
• Resume is required and must be included.
• **Peace Officer Requirements:** Those candidates meeting the Peace Officer requirements identified in this bulletin must provide verification as part of the Application Package.

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**

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.
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.

EXAMINATION INFORMATION

This examination will be administered utilizing two examination components which will consist of an application/resume screening and a Qualifications Appraisal Panel interview. The first component will consist of a preliminary review of the candidate’s application and resume, using predetermined screening criteria, and will result in a pass/fail determination. Candidates must pass the first component prior to proceeding to the second phase of the examination. The second component of the examination will consist of a Qualifications Appraisal Panel interview. The Qualifications Appraisal Panel interview will be used to rate candidates’ experience, knowledge, and abilities using pre-determined criteria based on job related factors.

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.

**CDCR Department Website**

**Human Resources Contact:** Joshua Edwards  
Phone number: (916) 445-9287  
Email: Joshua.Edwards@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:** CDCR EEO OFFICE  
Phone number: (916) 255-1301  
Email address: 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.