Department of Corrections & Rehabilitation

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-177862 – Deputy Director, Youth Development and Transition Services

Final Filing Date: 10/31/2019

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-177862
Position #(s): 110-110-7500-XXX
Classification: C.E.A.
Working Title: Deputy Director, Youth Development and Transition Services
Salary Range: $7,442.00 - $17,513.00 per month
# of Positions: 1
Work Location: Sacramento County
Job Type: Career Executive Assignment – Non Tenured, Full Time
Division/Program: Division of Juvenile Justice
DEPARTMENT INFORMATION

The Governor's 2019-20 Budget Summary included a proposal to move the Division of Juvenile Justice from the California Department of Corrections and Rehabilitation to a new stand-alone department (Department of Youth and Community Restoration [YCR]) under the California Health and Human Services Agency. This change will be effective July 1, 2020.

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 general direction of the Chief Deputy Director, Department of Youth and Community Restoration (YCR), the Deputy Director, Youth Development and Transition Services, is directly responsible for the leadership, policy implementation and decision-making authority over the YCR’s statewide youth re-entry and transition programs; serves as YCR’s law enforcement liaison with counties which may include attendance at meetings of local justice groups/agencies and; work extensively to enhance communication, relationships and collaboration with the community, court and local law enforcement agencies who serve YCR youth in the community. The Deputy Director is also responsible for YCR’s statewide education services including high school, vocational/career technology and college opportunities and the development, implementation and oversight of religious services, victim and survivor services, community partnerships and volunteer and family involvement in youth treatment and activities.

Duties include, but are not limited to:

- (Policy)
  Directs and oversees the development of high-level policies related to youth and family issues, youth re-entry and transition and services related to the interaction of volunteers with the treatment and growth of youth. Oversees and guides the development of career technical education and vocational education policies for high school graduates to provide job skills for successful re-entry into the community.

- (Administration)
  Allocates appropriate resources and ensures accountability for the use of resources. Directs, oversees and monitors the program budget; recommends effective courses of action to executive management regarding program budgetary issues including fiscal projections,
budget change proposals and budget allotments and utilizes personnel management techniques to address issues such as employee progressive discipline.

- **(Education)**
  Consults with the State Department of Education and other state, federal and local agencies concerning the administration of the education program. Represents the YCR in education matters before the legislature, committees and commissions. Ensures State and Federal school district laws, current policies, and regulations are adhered to. Maintains state and federal standards for education programs, staffing, and reporting requirements.

- **(Transition)**
  Promotes cooperation and collaboration between the department, county probation offices, community partners and agencies to implement and support the re-entry/transition process for youth. Oversees and monitors all re-entry/transition services provided on each campus. Serves as statewide representative of the department when developing and nurturing community partnerships to enhance youth, family, victims and volunteer services. Collaborates with outside entities to ensure polices developed serve both the department's stakeholders and youth. Advises executive management team of potential partnerships and makes recommendations for new programs, services and policies.

- **(Religion & Victims)**
  Oversees and monitors all departmental religious services and ensures programs are provided for various faith groups. Responsible for all victim services; ensuring victims are appropriately notified of hearings and release of youth. Oversees and monitors the victim restitution program ensuring restitution is collected from youth pursuant to court orders and dispersed to victims.

**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:** 10/31/2019

**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 CalCareers 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: Laura Deradoorian
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: Laura Deradoorian
1515 S Street, Application Drop Box
Sacramento, CA 95811

Please place applications in the “Drop Box” located in the main lobby between the hours of 8:00 a.m. - 5:00 p.m. (Drop Box not available weekends and holidays).

**Required Application Package 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 CalCareers 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.
- Statement of Qualifications – Maximum of five (5) pages, typed in size 12 font, with one inch (1”) margins 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 numbers 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 executive careers website. **Please note: Resumes do not take the place of the SOQ. Failure to submit an SOQ will result in elimination from the examination.**
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.

DESIABLE 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. Extensive decision-making experience in areas related to education, youth and family issues, and youth re-entry and transition services. Experience with formulating, recommending and implementing policies and procedures and interpreting and applying laws, rules and regulations.

2. Broad and extensive administrative experience which includes substantial responsibility for a combination of management functions such as the administration of grant programs for youth, education (including technical and vocational education), and transition services.

3. Experience which demonstrates the ability to create a clear vision, set goals and expectations, and encourage leadership, teamwork and initiative at all levels.

4. Experience in strategic planning, project management, monitoring a program budget, and recommending effective courses of action regarding budgetary issues including fiscal projections, budget change proposals, and budget allotments. Specific experience in working with diverse education funding streams also desirable.

5. Experience in establishing and maintaining effective collaboration with staff, families of youth, community based organizations, external stakeholders, and members of other governmental agencies.

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 requirement 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: Laura Deradoorian
Phone number: (916) 324-3289
Email: Laura.Deradoorian@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.