Department of Corrections & Rehabilitation

EXEMPT POSITION ANNOUNCEMENT

JC-180176 – Director, Division of Facility Planning, Construction and Management

Final Filing Date: 12/09/2019

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-180176

Position #(s): 065-300-6595-001

Classification: Director, Division of Facility Planning, Construction and Management

Salary Range: $12,000.00 - $16,000.00 per month*

*Please Note: The actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

# of Positions: 1

Work Location: Sacramento

Job Type: Exempt Executive Assignment – Non Tenured, Full Time
DEPARTMENT INFORMATION

The California Department of Corrections and Rehabilitation (CDCR) 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 direction of the Undersecretary of Administration, the Director, Division of Facility Planning, Construction and Management oversees the Department’s statewide capital outlay planning and budget process, land acquisition projects, and manages the design, construction, and renovation of prison housing units and prison support buildings.

Duties include, but are not limited to:

- Constructing and renovating buildings at prisons to provide medical, dental, and mental health treatment or housing;
- Designing, constructing and renovating facilities for the purpose of providing rehabilitation or reentry programming;
- Overseeing the Department’s Capital Outlay and Special Repair Programs;
- Oversight and management of the Inmate/Ward Labor construction program;
- Exploring alternative construction methods;
- Developing cost containments for proposed construction;
- Evaluating and providing guidance relative to regulatory impacts and local mitigation issues;
- Oversight of the Department’s facility management/preventative maintenance program; and
- Exploring innovative methods to align with the Department’s employee health and well-being initiatives.

The Director, Division of Facility Planning, Construction and Management directs programs to ensure that facilities are energy efficient and equipped with reliable and cost-effective communication systems. This position ensures full-financial accountability in the management of General Obligation and Lease Revenue Bonds and General Fund monies expended for capital outlay.
The Director, Division of Facility Planning, Construction and Management may represent the Secretary of CDCR at public meetings, in hearings before the Legislature, and at meetings with individual legislators, the Department of Finance, the Governor’s Office staff, other federal, state, and local agencies, and acts as liaison with statewide organizations.

The Director, Division of Facility Planning, Construction and Management serves as a member of the Secretary’s Cabinet and participates in executive level strategy planning, policy making and priority setting for the Department.

**APPLICATION INSTRUCTIONS**

Completed Application Packages and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 12/09/2019

**Who May Apply**

Application Packages will be screened and only the most qualified applicants will be selected for an interview. Individuals who are eligible to be appointed to this Exempt Position by the State of California.

**How to Apply**

Complete Application Packages must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account. When submitting your Application Package 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 submit your Application Package and any applicable or required documents to:

Department of Corrections & Rehabilitation
Attn: Douglas Ashmore
Executive Appointments Unit
P.O. Box 942883
Sacramento, CA 94283

**Address for Drop-Off Application Packages**

You may drop off your Application Package and any applicable or required documents to:
Please place applications in the “Drop Box” located in the main lobby between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday.

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.

**Required Application Documents**

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

- **Supplemental Application** - Qualified candidates must complete and file an on-line appointment application through the Office of the Governor’s website. Applications may be obtained by visiting the Governor’s Office website.  
  **Please Note:** When completing the on-line Governor’s appointment application, in the "Position Sought" section, select the following position title: Corrections & Rehab, Dir, Facility Plan, Const & Mgmt from the drop down menu.
- **Resume** – Candidates must submit a current resume addressing their qualifications and experience and three professional references (including telephone numbers) 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.

**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:

- Demonstrated broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of policies in areas including, but not limited to capital outlay planning and land acquisition projects.
- Experience in the management of a comprehensive facility management program for a large multi-faceted agency or organization; and knowledge of design, construction, and renovation of juvenile or prison facilities.
Experience in the formulation and implementation of procedures, policies and programs related to designing, constructing, and renovating prison housing units, prison support buildings, and reentry program facilities.

Demonstrated experience in representing the Department before the Legislature, control agencies, local governments, and other state, federal and local agencies on policy level issues related to facility planning.

Managerial and program administrative experience which includes substantial responsibility for a combination of management functions such as program planning, policy formulation; organization coordination and control; and fiscal and personnel management.

Extensive experience in administrative management, personnel management, and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager’s role in and effectively contributing to the Department’s equal employment opportunity objectives and mission.

Ability to analyze complex problems and recommend effective courses of action; make independent sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.

**BENEFITS**

The State of California benefits package may include:

- Retirement contributions into the California Public Employees' Retirement System
- Medical, Dental, and Vision insurance
- Life Insurance: Basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan
- Vacation and sick, or annual leave
- Professional Development Days (2 days per fiscal year)
- 11 holidays, plus one personal holiday per year

**CONTACT INFORMATION**

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

**CDCR Department Website**

**Human Resources Contact:**
Douglas Ashmore
(916) 324-6370
Douglas.Ashmore@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
(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.

**REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes. Candidates with the most desirable qualifications may be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Facility Planning, Construction and Management serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

**EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, moving, and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the California Department of Human Resources.