Board of Prison Terms
Job Opportunity
Staff Services Manager I
Hearings Division (Prop 36)

Duties: The Staff Services Manager I will be responsible for development, writing and implementation of all Board of Prison Terms (BPT) policies and procedures pertaining to the Substance Abuse and Crime Prevention Act (SACPA). The incumbent will be responsible for oversight and monitoring of program functions and their impact on other BPT divisions, other state agencies, treatment providers and parolees. The incumbent will coordinate efforts to resolve problems, i.e. quality of treatment, agreements with treatment providers, participation eligibility, American Disabilities Act (ADA) compliance issue, etc. Responsible for the supervising clerical staff in the development and implementation of contracted services, delegate work projects, monitor and evaluate staff workload and performance, provide staff training, an initiates or resolve disciplinary matters. Assist with the development of the tracking system to monitor program activities. Act as a liaison between state and county agencies. Responsible for attending hearings or meetings as a representative of the BPT.

Desirable Skills: Must have strong organizational and writing skills. Above average computer skills, proficient with Microsoft Word and Excel.

Who Should Apply: Individuals who are eligible to laterally transfer to the classification of SSM I. Training and Development Assignments may be considered.

Salary: $4,520.00-$5,453.00

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: Shana Groff
(916) 322-2808

Deadline: **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.