



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.*

**Position:**

Chief Deputy Director – General Counsel (Governor Appointee)

**Position #:**

917-100-6113-003

**Salary Range:**

\$13,369 - \$16,604

**Issue Date:**

June 27, 2025

**Final Filing Date:**

Until Filled

**Contact: (Inquiries only)**

BSCC HR

[BSCCHR@BSCC.CA.GOV](mailto:BSCCHR@BSCC.CA.GOV)

916-341-6891

**Location:**

2590 Venture Oaks Way, Ste 200  
Sacramento, CA 95833

PLEASE NOTE – DO NOT SUBMIT APPLICATIONS THROUGH CALCAREERS. YOU MUST APPLY FOR THIS POSITION THROUGH THE GOVERNOR'S OFFICE AT:

<https://www.gov.ca.gov/appointments/>

To complete the online application form please read the directions you are given after submission very carefully. It's required that you print, sign and mail or fax in the final page before your application will be considered.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

**This is a Governor appointed position and applicants are required to complete the online application form selecting the relevant job title. Applicants that fail to submit an application to the California Governor's Office will not be considered for this position.**

**Link to online application form: <https://www.gov.ca.gov/appointments/>**

**The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.**

**Scope of Position:**

Under the administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), this position manages the policy function of the Board; provides legal advice and counsel to the BSCC Board and oversees the Board's legal responsibilities; oversees legal assistance and advice to the BSCC programs and staff; conducts legal analysis and research, reviews legal documents, and prepares correspondence involving the explanation of legal matters and preparing legal opinions. This position is also responsible for operating in a lead capacity at the professional and technical legal level, exercising creativity, innovation, and vision to assist with amplifying the BSCC's mission and vision. Candidates should have a good understanding of the political and policy climate in the State of California. Successful candidates will be passionate about building better communities through public service, value a diverse workforce, and have strong work ethic and integrity.

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Executive Leadership and Oversight - Serve as the Chief Deputy Director and General Counsel for the Board of State and Community Corrections (BSCC), providing executive leadership and legal counsel to the Board Chair, Executive Director, Board members, and Deputy Directors. Oversee the agency's legal and policy divisions, manage division resources, supervise attorneys and policy staff, and ensure alignment of operations with the agency's mission and strategic goals.
- Legal Counsel and Representation - Provide expert legal advice on a wide range of issues including promulgation of regulations, regulatory compliance, open meeting laws, conflict of interest rules, employment law, and administrative procedures. Represent the agency in legal matters and coordinate with the Office of the Attorney General and other state entities in litigation involving the BSCC. Review and prepare responses to Public Records Act requests. Analyze legislation and policy proposals, draft legal opinions, and collaborate with stakeholders to shape initiatives that improve outcomes in the

*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, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021*



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criminal justice system. Consult with the Governor's Office, Department of Finance, and State Public Works Board on highly sensitive matters, including legislation and legal matters.

- Regulatory and Contract Review - Review and ensure legal compliance of agency regulations, public funding solicitations, contracts, grant agreements, and construction agreements. Coordinate with state and local partners to uphold legal standards related to facility construction and state bond requirements.
- Board and Public Meeting Support - Support the BSCC Board and its committees by reviewing agendas, advising on parliamentary procedures, and ensuring compliance with public meeting laws. Provide legal guidance during Board discussions, including in open and closed sessions. Other duties as assigned.

### **Minimum Qualifications – Required:**

- Juris Doctor (JD) degree from an accredited law school.
- Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

### **Desirable Qualifications:**

- Extensive experience in government, administrative, or regulatory law.
- Experience managing litigation, regulatory compliance, and risk governance.
- Proven ability to lead legal teams and advise policymakers.
- Strong strategic thinking skills, negotiation, and problem solving skills.
- Excellent written and verbal communication skills. Ability to draft, review, and interpret legislation, contracts, and policies. Proficiency with Microsoft Office. (Excel, PowerPoint, Word, etc.)
- Commitment to working in an environment that celebrates diverse backgrounds, cultures, and personal experiences.