



**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) 323-3055

Position:
Staff Services Analyst
(General)

Position #:
917-190-5157-002

Salary Range:
A \$2,817 - \$3,529
B \$3,050 - \$3,819
C \$3,658 - \$4,579

Issue Date:
August 23, 2013

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and Community
Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:
September 6, 2013

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
600 Bercut Drive
Sacramento, CA 95811

Please write "917-190-5157-002" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

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 general direction and supervision of the Deputy Director, Facilities Standards and Operations Division (FSO), the incumbent will be expected to perform entry through first journey level analytical work for budgeting, accounting and program administration related functions. This position also works as a team member and is responsible for providing accurate information, gathering data, preparing correspondence, financial reporting and customer service to management, staff and outside entities. The incumbent must exercise a moderate degree of initiative, independence and provide alternatives/recommendations that may result in effective solutions related to budgeting, accounting and administrative issues.

Duties and Responsibilities:

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

- **Data Collection** – Assists in the development and maintains hard copies and/or digital files for programs; maintains tracking systems to ensure receipt of all monthly and quarterly data reports. Responsible for contacting outside agencies as needed to collect missing reports or obtain revised data based on analysis. Posts all necessary reports in Access for processing and posting to the website of the quarterly reports and county specific data against the Jail Profile Survey (JPS) and Juvenile Detention Profile Survey (JDPS) programs.

Facilitates Compliance Monitoring portion of the OJJCP federal funded Title II Grant for review and accuracy of data received against Minors in Adult Facilities (MID) for proper posting and inspection of facilities.

Distributes data to BSCC staff, state agencies, and outside entities as requested within prior approved guidelines provided by the Deputy Director.

- **Program Administration** – Assists in the development of procedures to obtain data for programs maintained in FSO which include Camp Funding portion of the JPCF, Compliance Monitoring, Status Offender reporting, and Federal Youth reporting, AB109 Survey, JPS, Type I Jail Survey, JDPS, AB1849 Hi-Risk Sex Offender on Electronic Monitoring, and Involuntary Home Detention of Adults as outlined in Penal Code Section 1203.017(h)(1).

First point of contact for outside agencies on questions related to data elements and proper submittal of information for programs.

Responsible for reconciling monthly invoices for Compliance Monitoring and for

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



disbursement of quarterly payment against monthly counts received from counties participating in the Camp Funding portion of the JPCF; auditing, reconciling, and coding with appropriate expense codes, ensuring timely and accurate payment of invoices, including analysis of expenditure reports for accuracy.

- **Budget/Accounting Liaison** – Acts as program liaison with Budget and Accounting by maintaining a good communication and working relationship in order to address and resolve accounting/budgeting issues related to BSCC's state mandated disbursement of the Camp Funding portion of the JPCF and the Compliance Monitoring consultant contracts. Assists in development of the annual budget projection and planning documents for BSCC support functions; analyzes financial and budget status reports for accuracy and availability of funds; evaluates and projects BSCC expenditures; updates budget planning documents; reports to the Division Deputy Director regarding expenditure patterns and surplus/deficit trends; resolves budget related problems such as accounting errors or budget related personnel matters; takes corrective action as needed, and develops and maintains desk procedures.
- **Training** – Prepares training materials; assists in providing training to other BSCC staff, consultants, and outside agencies in certain aspects of BSCC's budgeting, accounting, administrative practices and procedures in relation to the above programs.
- **Special Assignments** – Special assignments such as targeted analysis and reporting on data collected from JPS, JDPS, MID, and JPCF as directed by the Deputy Director as needed.