



## 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:**

Associate Governmental  
Program Analyst **(4681)**

**Position #:**

917-193-5393-001

**Salary Range:**

\$4,400 - \$5,508

**Issue Date:**

December 16, 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:**

December 30, 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 "917-193-5393-001" 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.

**PLEASE NOTE:** Possession of minimum qualifications for list appointments will be verified prior to interview and/or appointment. To be considered for this position you must provide documentation that you meet the minimum qualifications (e.g. Degree, transcripts, etc) with your application. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the Department of Human Resources for review and the applicant's name may be removed from the eligibility list.

**Scope of Position:**

Under general direction of the Staff Services Manager I, Corrections Planning and Programs Division, this position serves as an administrative and program analyst for federal and state grant funded programs. This position is responsible for gathering budget and program data and information, analyzing it for accuracy, resolving any discrepancies, preparing, tracking and meeting timelines, and developing reports and recommendations for management. This position works in conjunction with Field Representatives to conduct planning and administrative functions for federal and state programs to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety through cost-effective, promising, and evidence-based strategies.

**Duties and Responsibilities:**

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

- **Grant Program Planning and Management** – Participate in program planning and development activities, which includes assisting with facilitation of Executive Steering Committee (ESC) membership, meetings, minutes, findings, and recommendations; developing and modifying program guidelines. Conduct grant management activities, which includes preparing federal applications for funding and multi-year program plans; preparing Request for Proposals/Applications and annual reapplications to distribute local assistance dollars; coordinating the receipt, review, and approval of applications; assisting with monitoring funded projects for program and fiscal compliance and providing technical assistance (TA) electronically or on site, as needed, to address and resolve any problems; preparing monitoring reports and monitor Corrective Action Plans to ensure deficiencies are corrected.
- **Fiscal and Program Analysis and Reporting** – Review and approve invoices and budget/program modifications; review and approve progress reports and contract requirements; identify any fiscal, programmatic, and administrative issues requiring appropriate action by project directors, agency staff or management; develop recommendations and work with all involved to resolve problems; provide updated

*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*



status to Field Representatives.

- **Data Collection, Analysis and Reporting** – Prepare training materials and provide training and TA to grantees regarding data collection and reporting; collect and report program data to federal government; develop, receive and review all quarterly and annual reports for funded projects; prepare program annual reports for legislature/governor; assist with development and maintenance of database(s) to track all programs, projects, corresponding funds, program and project outcomes, etc.
- **Other Related Assignments** – Identify potential funding opportunities for consideration by management; prepare legislative analyses; conduct statistical research; analyze program and grant information and data; prepare graphs, charts, tables, etc., to illustrate program and grant activities and trends in programs, services, populations served; prepare and provide training for other analysts, support staff, and community based organizations on agency accounting and invoicing procedures; coordinate activities and communicate effectively with staff within and across the organization, as well as with staff in other state departments; prepare correspondence sent to funded projects, state and federal agencies, counties and cities, and the general public; participate in special projects related to grants management, data collection and reporting, evidence-based practices, and fiscal accountability, as needed.