



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 For Voice/Relay Services, please call 711.

Position:

Associate Governmental Program Analyst / Staff Services Analyst

Position #:

917-193-5393-800
917-193-5157-800

Salary Range:

\$4,488 – \$5,618
\$2,873 – \$4,671

Issue Date:

January 09, 2015

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:

January 23, 2015
(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 "917-193-5393-800 / 917-193-5157-800" 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 direction of the Deputy Director in the Administration, Research and Program Support Division, the incumbent is responsible for providing technical expertise, training, guidance, assistance and support to the Board of State and Community Corrections (BSCC) employees, supervisors, and managers in matters relating to providing procurement, accounting and analytical duties. The incumbent performs a full range of basic to the most difficult and complex administrative tasks related to all aspects of procurement for the agency as determined by the hiring classification.

The incumbent must possess a working knowledge of purchasing methods, regulations and procedures as prescribed by the State of California. The incumbent is responsible for: planning, organizing and directing the purchase of all goods and services for the agency; preparing accurate procurement documents on behalf of the agency; provide training and technical assistance related to procurement functions; and the development and maintenance of agency's procurement guidelines and desk procedures. The incumbent will work as a member of the administrative team to assess current business operations for the purpose of streamlining processes and developing improvements to written policies and procedures.

Additionally, the incumbent must demonstrate a positive attitude and a commitment to completing job responsibilities that are accurate, timely, and exceed customer service expectations.

The Associate Governmental Program Analyst should have expertise in administrative services policies and procedures and possess the ability to work closely with the Department of General Service/Contracted Fiscal Services (DGS/CFS) as a member of the BSCC implementation team for the Wave 2 FI\$Cal implementation.

Duties and Responsibilities:

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

DUTIES WILL BE APPROPRIATE WITH THOSE AT THE LEVEL FOR WHICH THE CANDIDATE IS HIRED

- **Procurement** – Work with BSCC division staff to prepare and process all aspects of procurement and contract documents for submittal to appropriate purchasing and contracting departments, establish work plans and timelines for the completion of procurement tasks and projects, provide research for potential vendors, track and maintain agency procurements in compliance with statewide and agency policies and procedures.

The BSCC 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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 1/15



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- **Reporting/Authorizations** – Develop, track and prepare state mandated and management procurement and administrative reports for submittal on behalf of the BSCC. Act as the agency IT/Non-IT Purchasing Authority Contact and work collaboratively with agency Procurement and Contracting Officer and various control agencies to analyze and maintain agency purchasing authority.
- **Accounting** – Ensure the accuracy of general ledger coding and work with division analysts in the preparation of various reports. Work collaboratively with budget and accounting staff to develop effective administrative business operations and procedures for the agency. Work with administrative staff to develop effective systems for tracking, monitoring, and reconciling transactions.
- **Training** – Provides training and development, resource materials and technical assistance/support to division analysts in all aspects of BSCC's procurement procedures. Assist FI\$Cal Department Implementation Team (DIT) in the agency's transition and conversion to the state-wide FI\$Cal Project.
- **Other** – The AGPA must have excellent writing and communication skills, proficient computer skills, good interpersonal communication skills, ability to handle multiple tasks, work well under pressure and work with minimum direction, individually and in a team setting. The AGPA must perform other duties as related to the Administration, Research and Program Support Division.

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