



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: (5090)
Associate Governmental Program Analyst

Position #:
917-197-5393-002

Salary Range:
\$4,488 - \$5,618

Issue Date:
December 17, 2014

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 31, 2014
(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 "917-197-5393-002" 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.

PLEASE NOTE: Possession of minimum qualifications will be verified. To be considered for this position you must provide documentation that you meet the minimum qualifications. Please include a copy of your degree, transcripts, and/or detailed work experience on your application. If it is determined an applicant does not meet the minimum qualifications, you will not be considered for the position.

Scope of Position:

Under the direction of the Project Director III, Corrections Planning and Programs (CPP) Division, the Associate Governmental Program Analyst, (AGPA) acts as a divisional resource/focal point for financial management of Lease Revenue Bond (LRB) funded projects that presently includes, but not limited to: the Adult Local Criminal Justice Programs under: Senate Bill 1022 and Senate Bill 863; Local Youthful Offender Rehabilitative Facilities under Senate Bill 81; and also, non-LRB funded projects that are under BSCC purview. The incumbent will be accountable for providing accurate information, data, reports and superior customer service to management, staff and outside agencies, and will initiate or recommend changes or alternatives that 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.)

- Develops, in coordination with program specialists, a series of financial reports which may include: expenditures, appropriations, cash flow requirements, bond fund status, projections, comparative analyses, Public Works Board requests, etc. Activities necessary to accomplish this developmental work include: implementing preliminary plan cost management proceedings; developing project descriptions and cash flows; participating in Proceed to Bid responsibilities; task force participation; performs project invoice payments; final closeout process and audit of completed expenditures and issues; surveying needs of management; preparing format and specifications for a variety of alternative reports, and testing new report programs for accuracy and utility.
- Monitors and interprets, on a routine basis, a series of standardized and ad hoc financial reports. Duties included: developing summaries and standards for comparison, analyzing for/and preparing charts or graphs on trends, variances, and status to management as necessary. Incumbent will be called upon to provide such information for executive briefings, as well as, in memo narrative report form for standard distribution. Incumbent Prepares reports, presentations, memos to file, provides minutes to meetings as directed, and status updates for works in progress

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. 7/14



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- Participates in special projects, through task force work and independent effort. Such activities include: reviewing and analyzing legislation and budgetary control language impacting the facility construction funding; developing/analyzing general fiscal input to other group projects; preparing responses to requests from the legislature. Incumbent initiates DOF and State Public Works Board action via agenda items
- Prepares and maintains procedure, and policy manuals detailing document flows, criteria for acceptance/rejection, descriptions of available reports, coding systems/procedures for preparation and analysis of same. This activity will also include functions such as: forms analysis, and flow-charting.
- Other related duties including: programmatic tasks (respond to public inquiries), instructing technicians/clerical staff regarding filing and distribution of materials, and general administrative tasks (time spent on in-service training, general staff meetings, and other departmental/civil service functions).

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