



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 Programmer Analyst
(Specialist)

Position #:

917-190-1579-001

Salary Range:

\$4,711 - \$6,195

Issue Date:

January 05, 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 16, 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 "(position #)" 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, 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 general direction of the Staff Information Systems Analyst (Supervisor), the Associate Programmer Analyst works cooperatively with colleagues and customers throughout the Board of State and Community Corrections (BSCC) to develop, implement, and support information technology solutions. The Information Technology Services Support Unit (ITSSU) provides system development, database administration services, and technical support in response to requests throughout the Board of State and Community Corrections (BSCC). This position provides project leadership, analysis, programming, and quality assurance services in support of mandated agency requirements. The incumbent will develop and maintain a general knowledge of the mission and organizational structure of the Board of State and Community Corrections (BSCC).

Duties and Responsibilities:

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

- **Programming** – The incumbent develops and maintains complex custom applications (desktop, web, server) and databases, using ITSSU's standard development and office automation tools – Microsoft Visual Studio, Adobe Dreamweaver, Microsoft SQL Server, and Microsoft Office components, independently. The incumbent follows ITSSU standards for interface design, and database development, programming, and documents all components and processes.
- **Systems Analysis, Design and Maintenance** - The incumbent applies system development standards, guidelines, and best practices in analyzing, designing, implementing and maintaining complex information technology solutions. The incumbent works with OTech to ensure all applications work smoothly within the state network. The incumbent participates with other team members and customers in all phases of the system development life cycle, including project initiation, analysis and design, software and database development, testing, deployment and maintenance.
- **Project Management** – The incumbent accepts leadership responsibility 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. 7/14



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.

multiple tasks/projects, applies sound project management principles, and follows ITSSU standards and guidelines in leading information technology projects as required. The incumbent ensures that projects are delivered on schedule, kept within cost, and meet the customer's requirements. The incumbent effectively communicates with colleagues, customers, and BSCC managers, reporting project status and providing documentation as required (business requirements, technical specifications, Work plans, status reports, etc.).

- **Project Planning** – The incumbent develops project plans, schedules, and cost estimates for each assignment.
- **Research** – The incumbent keeps current with industry trends, new technologies, and industry practices by independently reviewing technical literature, attending technical training, having technical discussions with colleagues, and performing independent research.