



## 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:** (5410)  
Associate Governmental  
Program Analyst

**Position #:**  
917-190-5393-001

**Salary Range:**  
\$4,600 - \$5,758

**Issue Date:**  
September 18, 2015

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

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
October 1, 2015

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  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Please write "917-190-5393-001" 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 will be verified. To be considered for this position, you must provide documentation that you meet the minimum qualifications. Please include proof of list eligibility, as well as a copy of your degree, transcripts, and/or detailed work experience with your application. If it is determined that you do not meet the minimum qualifications, you will not be considered for the position.

### **Scope of Position:**

Under the direction of the Chief of Administration, a Staff Services Manager III, the Finance Analyst, an Associate Governmental Program Analyst (AGPA), is responsible for the Board of State and Community Corrections (BSCC) Budget, Accounting and FI\$Cal operations. As the Finance Analyst, the incumbent is responsible for providing accurate information, data, reports and superior customer service to management, staff and outside agencies. The incumbent will recommend changes or alternatives that result in effective solutions to any financial issues that may arise.

### **Duties and Responsibilities:**

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

- **Budget:** Prepare and ensure the accuracy of all required annual budget projection and planning documents for the BSCC, including financial analyses, fund availability reports and budget reports; evaluate and project expenditures; update budget planning documents and provide reports to Division Deputy Directors regarding respective expenditure and surplus/deficit trends; resolve various technical budget issues, and take corrective action when necessary; act as the BSCC liaison with the Department of General Services (DGS) Contracted Fiscal Services (Accounting Office) and Office of Fiscal Services (Budget Office) to address budget issues; assist in the preparation of the Governor's Budget, Salary and Wage supplement, all budget schedules, Budget Letters, and budget drills; prepare ad-hoc financial reports as requested; develop and maintain desk procedures; assist with the development of the BSCC's budget policy and procedures; develop responses to control agency requests.
- **Accounting:** Responsible for verifying allocation amounts and ensuring that accurate coding is used for all financial transactions (purchases, contracts, invoices, grants, distributions, etc.); process the distribution of funds for State and Federal grants as well as Local Assistance programs; prepares claim schedules for State Controller's office to authorize grant and program payments;

*The State of California 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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maintain tracking and logs for all expenditure-authorizing documents; assist with the preparation and reconciliation for the FI\$Cal month-end closing; assist with the preparation and reconciliation for year-end closing as well as all required financial reporting; act as the BSCC liaison with DGS Accounting and Budget Offices; development of the BSCC's accounting policy and procedures.

- **FI\$Cal:** Serve as the BSCC's FI\$Cal system administrator and designated Power-User; provide on-site instruction, guidance, assistance and technical expertise to all staff regarding the FI\$Cal system and issues; maintain the BSCC's Chart of Accounts (COA); update the COA to account for new programs or changes to current programs; load the agency operating budget; prepare required worksheets for FI\$Cal upload; run reports to verify transactions are posting correctly; work with DGS Accounting and Budget Offices as well as the FI\$Cal project to correct system or transaction issues; serve as the BSCC's liaison with the FI\$Cal project; development of the BSCC's FI\$Cal policy and procedures.
- **Training:** Prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's budget, accounting and FI\$Cal policy, procedures and practices.
- **Other duties as required:** Responsible for various other finance related analytical tasks associated with supporting the BSCC's budget, accounting and FI\$Cal activities.