



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: (5566)
Associate Budget Analyst

Position #:
917-190-5284-916

Salary Range:
\$4,600 – \$5,758

Issue Date:
January 26, 2016

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:
February 8, 2016

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 "917-190-5284-916" 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. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

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 Administrative Services Manager, a Staff Services Manager I, the Associate Budget Analyst (ABA), is responsible for the Board of State and Community Corrections (BSCC) Budget and FI\$Cal operations. As the ABA, the incumbent is accountable for providing accurate information, data, reports and superior customer service to management, staff and external agencies. The incumbent will recommend changes or alternatives that result in effective solutions to any financial issue that may arise. This is a Rank and File position.

Duties and Responsibilities:

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

- 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; resolve various technical budget issues, and take corrective action when necessary; act as the BSCC liaison with the Department of General Services (DGS) Office of Fiscal Services (Budget Office) to address budget issues; responsible for the preparation all budget schedules including, but not limited to, past-year, current-year and budget-year Schedule 10s; Pro-Rata/SWCAP; Schedule 10, Revenue; Schedule 2, Changes in Authorized Positions; Fund Condition Statements; Summary by Object; Schedules 9 & 11, Operating Expense & Equipment; and Reimbursement/Federal for submittal to Department of Finance (DOF). Responsible for the development of the annual Schedule 8 and 7A (Salaries & Wages Supplement), the Governor's Budget, Budget Letters, and budget drills. Prepare Budget Change Proposals, Finance Letters, Budget Revisions, and Section Letters. This includes responsibility for the recording of all the above once approved by DOF, Legislature, and the Governor's Enacted Budget. Track Legislative Analyst's Office Supplemental Language reporting requirements questions and responses. 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.
- Consults with Divisions regarding all aspects of monitoring their expenditures by program, category of expenditure and fund source. Coordinates month-end expenditure results with Division staff as information will also be used to calculate monthly projections. Evaluate expenditures and projections for accuracy and

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consistency against encumbrances and prior-year expenditures. Monitor and reconcile Budget Act appropriations to budget expenditure levels to ensure proper financial controls are in place. 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; 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 Budget Office; development of the BSCC's budget policy and procedures.

- Serve as one of the BSCC's FI\$Cal system administrators and designated Power-Users; 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.
- Prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's budget 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 and FI\$Cal activities.