



## 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:** (5713)  
Staff Services Analyst (General)

**Position #:**  
917-193-5157-002

**Salary Range:**  
A \$2,945 - \$3,690  
B \$3,189 - \$3,992  
C \$3,824 - \$4,788

**Issue Date:**  
May 13, 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:**  
May 26, 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 "917-193-5157-002" 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. 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 supervision of the Staff Services Manager I, Corrections Planning and Programs Division, the incumbent performs analytical, accounting and grant administration-related functions. This position is responsible for providing and maintaining accurate information; gathering, analyzing, reconciling, and reporting financial and program data; providing alternatives/recommendations that may result in effective solutions related to accounting and administrative issues; and providing customer service to management, staff, and outside agencies. The position requires a high degree of initiative and independence.

### **Duties and Responsibilities:**

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

- **Program Budget and Accounting:** Maintain and reconcile grant fiscal records and multiple internal and external tracking systems to ensure grant balances and expenditures are posted correctly, track federal and state program expenditures, indirect costs, match funds, unexpended funds and fund expiration, prepare reports of expenditure activity for review by others. Analyze financial and budget status reports for accuracy and availability of funds; advise and make recommendations to management to resolve any problems; evaluate expenditures and prepare budget projections and planning documents; resolve budget-related problems, such as accounting errors, and take corrective action as needed. Maintain divisional Vendor Data Records (STD 204) collection and updates. Assist in preparation and submittal of quarterly Federal Fiscal Report. Assist in maintaining analyst desk procedures.
- **Grant and Contract Administration:** Develop and process grant applications, awards and contracts; analyze, review and coordinate the approval and distribution process. Provide grant project lead staff with recommendations on grant agreement/contract approval and funding, redirections, amendments, and verification of grant allocation amounts. Ensure the timely and accurate processing and payment of invoices; analyze, code and reconcile claims for eligible and ineligible costs; monitor expenditure balances. Review funded projects' annual financial audit and resolve any questioned or disallowed cost issues.

*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. 11/15*



## 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.*

- **Data Collection and Reporting:** Develop and maintain tracking logs for program and grant activity, including expenditures, invoices, progress reports; develop and maintain systems of grantee information to include project description, dollar amounts, city/county/population served; collect and track program and fiscal data related to public safety realignment; assist with the collection and reporting of program data to federal government; assist with preparing graphs, charts, tables, flowcharts, etc., to illustrate program and grant activities and trends in programs, services, populations served.
- **Other Related Duties:** Assist with preparation of training materials and provide training and technical assistance to grantees regarding data collection, invoice and budget/program modifications, and other contract requirements; provide training to other staff regarding the agency's grant management accounting and administrative practices and procedures. Assist with Executive Steering Committee (ESC) and other work group meetings; participate in special projects; prepare correspondence sent to grantees, state and federal agencies, counties and cities, and the general public; coordinate activities and communicate effectively with staff within and across the organization and with staff in other state departments.