



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: (5967)
Staff Services Analyst

Position #:
917-193-5157-xxx

Salary Range:
\$2,945 - \$4,788

Issue Date:
October 24, 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:
November 7, 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-xxx" 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.

Training & Development (T&D) appointments will also be considered. To be considered for this position, you must be a current Board of State and Community Corrections employee.

Scope of Position:

Under the general direction of the Deputy Director (DD) of the Board of State and Community Corrections (BSCC) Corrections Planning and Programs Division (CPP), the incumbent performs a variety of grant related analytical duties with a high degree of responsibility in dealing with problems and projects for CPP. This position must also provide liaison support to the BSCC Special Projects Analyst in response to assignments from the Executive Team which consist of the Board Chair and four Deputy Directors, as needed. The position provides incidental support to the Agency's Public Information Officer as needed.

Duties and Responsibilities:

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

- **Grant and Contract Coordination:** Prepare and ensure the accuracy of all grant related special projects assigned by the Deputy Director. This includes performing the most difficult and complex technical work for these assignments, such as developing written proposals; gathering and analyzing contract, audit and other grant related data; preparing completed reports with recommendations, and creating and maintaining grant related management reports. Review submissions and responses to any special projects, assignments or drills assigned to agency staff by the DD; analyze responses to ensure content is accurate, any data is appropriate and relevant, and any technical information is valid.
- **Program Budget and Accounting:** Develop and maintain grant related management reports and data; develop and maintain accounting tracking logs with summary reports to the Deputy, develop presentation materials including graphs, charts and tables.
- **Other Related Duties:** Reviews incoming correspondence, Responsible for various other incidental tasks such as managing specified server folders, document control, and policy and procedure maintenance. Responsible for managing, coordinating, scheduling and facilitating CPP commitments, events, executive steering committee and other meetings, work-groups and speaking engagements; Participates in internal and external meetings, takes notes. Point of contact for executive-level staff and other State, federal, and local agencies, which may include handling sensitive and confidential 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