



# 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) 323-8579.*

**Position:** (6269)  
Associate Governmental Program Analyst

**Position #:**  
917-193-5393-008

**Salary Range:**  
\$4,784 - \$5,988

**Issue Date:**  
July 17, 2017

**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:**  
July 28, 2017

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

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 application package electronically via CalCareers or to the address below:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS  
ATTN: Stefanie Reyes  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Application package must include all the required documents. Mailed application must include 917-193-5393-008. Incomplete application packages will 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.*

*All types of appointments will be considered, including but not limited to, T&D Appointments.*

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.

In addition to the required State Application (STD 678) and resume, applicants must submit a Statement of Qualifications (SOQ), which is a narrative discussion that should provide the reviewers with sufficient details and examples to demonstrate the candidate's ability to serve as an Associate Governmental Program Analyst in the Corrections Planning and Grant Programs division. The candidate will be rated on the content of their SOQ as well as their ability to present information clearly and concisely, in writing.

The SOQ should be typed, no more than two pages in length with one inch margins, Arial 12-point font and must address the following three questions in a narrative format:

1. After reviewing the duties outlined below, can you describe how your education, experience, training, knowledge, skills and abilities qualify you for this position?
2. What is your experience with managing multiple assignments and ensuring each assignment is completed on time? What methods do you employ to ensure management is apprised on the latest status?
3. Effective writing skills and logical organization are integral for this position. What are the key factors to ensure written assignments are grammatically correct and organized logically? What is your experience with organizing written information in a logical and clear format?

**Note:** A Resume or Cover Letter does not substitute for the SOQ. Applications received without an SOQ will not receive further consideration and will be excluded from the hiring process.

**Scope of Position:**

Under general direction and supervision of the Staff Services Manager I, Corrections Planning and Grant Programs (CPGP) Division, the incumbent works independently, performing analytical, budgeting, accounting, and grant administration related functions. The incumbent will be accountable for providing accurate information, data,

*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. 07/17*



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reports and superior customer service to management, staff and outside agencies, and will initiate or recommend changes or alternatives that result in effective solutions related to budgeting, accounting and administrative issues.

### **Duties and Responsibilities:**

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

- ***Fiscal, Budgets, and Accounting:*** Develop and update budget projection and planning documents for the Deputy Director and Staff Services Manager, analyze financial and budget status reports for accuracy and fund availability; evaluate and project program expenditures; and resolve budget-related problems such as accounting and/or coding errors, taking corrective action as needed.

Reconcile internal databases to FI\$Cal reports, monthly SCO Tab Runs, and federal reconciliation documents to ensure expenditures are captured under the appropriate State/Federal funding stream.

Update, review, and analyze financial data in the FI\$Cal system ensuring the accuracy and completeness of all budgetary and accounting entries.

- ***Grant/Contract Administration:*** Oversee and make recommendations for approval of contracts and contract amendments, which includes verification of the allocation amount(s) and that accurate and relevant information is provided.

Ensure the timely and accurate processing of invoices, including analysis of claims for eligible and ineligible costs. Review/approve invoices and budget/program modifications before they are forwarded to the appropriate Field Representative to ensure expenditure and coding information is applied to the appropriate State/Federal grant program. Ensure all fiscal-related databases contain current and accurate expenditure information.

Provide budget planning documents to Field Representatives as it relates to their respective program expenditure patterns and surplus/deficit trends. Develop and maintain desk procedures.

- ***Data Collection:*** Maintain multiple internal and external tracking systems to ensure grant balances and expenditures are posted correctly. Prepare financial data analysis reports for management as needed.
- ***Other Budget Related Duties as Required:*** Work with outside agencies to resolve budget and accounting related questions and issues. Provide quarterly reconciliations of all open Federal awards to BSCC Accounting Staff to be used for filing the Federal Financial Reports. Train and provide guidance to less experienced staff. Update and develop job related procedures.