



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:

Associate Programmer Analyst
(Specialist)

Position #:

917-190-1579-001

Salary Range:

\$4,619 - \$5,897

Issue Date:

8/14/12

Contact:

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

Location:

600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:

8/31/12

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
600 Bercut Drive
Sacramento, CA 95811

Please write "917-190-1579-001" 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.

Scope of Position:

Under the general direction of a Staff Information Systems Analyst Supervisor I, the Associate programmer Analyst works cooperatively with colleagues and customers throughout the Board of State and Community Corrections (BSCC) to develop, implement, and support information technology solutions. The Information Technology Services Support Unit (ITSSU) provides system development, database administration services, and technical support in response to requests from throughout the Board of State and Community Corrections (BSCC). This position provides project leadership, analysis, programming, and quality assurance services in support of mandated agency requirements. The incumbent will develop and maintain a general knowledge of the mission and organizational structure of the Board of State and Community Corrections (BSCC).

Duties and Responsibilities:

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

50% Programming – The incumbent develops and maintains complex custom applications (desktop, web, server) and databases using ITSSU's standard development and office automation tools - Microsoft Visual Studio dot NET, Microsoft Visual Studio, Microsoft SQL Server, and Microsoft Office components, independently. The incumbent follows ITSSU standards for programming, interface design, and database development, and documents all components and processes.

30% Systems Analysis and Design - The incumbent applies system development standards, guidelines, and best practices in analyzing, designing, and maintaining complex information technology solutions. The incumbent participates with other team members and customers in all phases of the system development life cycle, including project initiation, analysis and design, software and database development, testing, and deployment.

5% Project Management - The incumbent accepts leadership responsibility for multiple tasks/projects, applies sound project management' principles, and follows ITSSU standards and guidelines in leading information technology projects as required. The incumbent ensures that projects are delivered on schedule, kept within cost, and meet the customer's requirements. The incumbent effectively communicates (verbal, written) with colleagues, customers, and BSCC managers, reporting project status and providing project documentation as required (business requirements, technical specifications, Work plans, status reports, etc.).

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



5% Project Planning - The incumbent develops project plans, schedules, and cost estimates for each assignment.

5% Research - The incumbent keeps current with industry trends, new technologies, and industry practices by independently reviewing technical literature, attending technical training, having technical discussions with colleagues, and performing independent research.

5% Other - The incumbent performs other IT related tasks as required.