



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: (1944)

Senior Administrative Analyst
(Accounting Systems)

Position #:

917-193-5302-916

Salary Range:

\$7,420.00 - \$9,219.00

Issue Date:

May 2, 2024

Final Filing Date:

May 16, 2024

Contact:

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Location:

Board of State and Community
Corrections
2590 Venture Oaks, Suite 200
Sacramento, CA 95833

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:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-193-5302-916. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

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 accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

Scope of Position:

Under direction of the Assistant Deputy Director of the Corrections Planning and Grant Programs (CPGP) Division, the Senior Administrative Analyst supervises the work of a team of administrative analysts. The Senior Administrative Analyst leads and conducts more complex studies of accounting systems of recipients of state and federal grants administered by the BSCC. Approximately 700 grant recipients receive grant funds through more than 25 grant programs related to criminal justice, reducing recidivism, diversion programs, and other related efforts to reduce crime and violence.

Duties and Responsibilities:

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

- Lead, plan, organize and direct studies of the accounting systems of BSCC's grant recipients in accordance with professional accounting standards. Conduct the more difficult and complex studies of accounting systems and the policies and procedures of local entities receiving BSCC grant funds. Prepare reports including findings and recommendations. Provide expert consultative service to internal staff and external partners.
- Participate in the development of technical assistance plans to support grant recipients and monitor progress toward stated objectives. Review plans to ensure actions are responsive to goals and objectives. Review reports and identify and approve referrals for further administrative or legal action. Respond to information requests from the legal unit and other internal and external staff and partners.
- Develop and maintain policies and procedures to guide accounting system studies, preparing and delivering technical assistance plans, participating in

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comprehensive monitoring visits, developing corrective action plans, and making recommendations for audit and legal review. Interpret and apply state and federal law, budget language, regulations and policies, and best professional practices related to grant administration.

- Develop quality assurance procedures to identify opportunities for process improvement and implement supporting policy and procedure changes as necessary. Direct and manage staff activities to ensure effective, efficient and compliant operations. Determine the adequacy of internal controls. Independently prepares complex reports, memorandums, and briefing documents related to studies performed.
- Provide supervisory oversight, coaching and mentoring to team members. Supervise staff in the administration of accounting system studies and the development and delivery of technical assistance plans. Support diversity, equity, and inclusion in all aspects of CPGP activities. Oversee the preparation of reports. Liaison with state and federal control agencies that authorize the grant programs including the federal Bureau of Justice Assistance. Ensure compliance with state and federal requirements. Complete state and federal reports as required.

Desirable Qualifications:

- Knowledge of accounting principles and procedures.
- Experience with system administration, maintaining tables, troubleshooting technical issues, and providing timely solutions.
- Advanced spreadsheet skills and ability to analyze large data sets, draw sound conclusions, and make recommendations.
- Ability to establish priorities, organize workload, multi-task, work well under pressure, and exercise initiative and flexibility.
- Fast learner, self-motivated, dependable, detail oriented, and ability to problem solve and work independently.
- Team oriented, excellent communication skills, positive attitude, and ability to work cooperatively with others.
- Ability to understand complex business processes and formulate business requirements, procedures, and flowcharts for enhancement of current systems and/or acquisition of future systems.
- Ability to provide customer and technical support.
- Familiarity working with Microsoft products such as Excel, Access, Visio, PowerPoint, Outlook, Teams, SharePoint, SSMS, SSRS, SSIS, VS, etc.
- Excellent written and verbal communication skills.
- Ability to write/edit detailed reports, including analysis of complex factual scenarios, making objective determinations from the analysis.
- Ability to communicate findings in a clear, concise, and well-organized manner.
- Ability to analyze complex problems and recommend effective courses of

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action.

- Ability to work cooperatively with staff and other stakeholders and in a team environment.
- Ability to make independent, sound, and ethical decisions regarding highly sensitive matters and maintain confidentiality.
- Knowledge of state and federal grant administration, evaluation, and reporting processes.