



# 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: (1945)**  
Associate Administrative Analyst  
(Accounting Systems)

**Position #:**  
917-193-5304-916

**Salary Range:**  
\$ 5,967.00 - \$7,474.00

**Issue Date:**  
May 2, 2024

**Final Filing Date:**  
May 16, 2024

**Contact:**  
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(916) 322-8088  
BSCCHR@BSCC.CA.GOV

**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 917-193-5304-916. 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 supervision of the Senior Administrative Analyst (Accounting Systems) of the Corrections Planning and Grant Programs (CPGP) Division, the Associate Administrative Analyst conducts studies of the accounting systems, financial organization, policies, procedures and practices of local governmental agencies and non-governmental organizations that receive state and federal grant funds awarded through 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.)

- Plan, organize and conduct studies of the accounting systems of BSCC's grant recipients in accordance with professional accounting standards. Evaluate existing financial organization, fiscal controls, policies and procedures. Develop recommendations for improvements. Prepare reports including findings and recommendations. Provide expert consultative service to internal staff and external partners.
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- Develop technical assistance plans to support grant recipients and monitor progress toward stated objectives. Respond to questions and information requests to support grant recipients in developing and implementing a sound accounting and fiscal infrastructure to support their grant.
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- Implement and participate in the development of policies and procedures to guide accounting system studies and the delivery of ongoing technical assistance. Partner with other staff on conducting Comprehensive Monitoring

*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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 01/2023*



Visits and developing corrective action plans. Interpret and apply state and federal law, budget language, regulations and policies, and best professional practices related to accounting administration.

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- Collaborate with program analysts and other program staff on the accounting requirements for grant programs. Review supporting documentation to ensure it complies with Generally Accepted Accounting Practices. Develop training and reference materials.

**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 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.