



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:

Staff Services Analyst

Position #:

917-195-5157-009

Salary Range:

\$3,749.00 - \$4,698.00

\$4,059.00 - \$5,081.00

\$4,868.00 - \$6,093.00

Issue Date:

March 12, 2025

Final Filing Date:

March 26, 2025

Contact:

BSCC HR

BSCCHr@bscc.ca.gov

(916) 322-8088

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 917-195-5157-009. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations.

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 the direction of the Staff Services Manager I (SSM I) in the In-Custody Death Review (ICDR) division, the Staff Services Analyst (SSA) acts to provide analytical, administrative, and technical support in the ICDR Division. In addition, the SSA will act as a special assistant to the Director of ICDR.

The ICDR division is responsible for implementing and complying with sections 6024 and 6034 of the Penal Code. Statewide, possibly overnight, travel may be required as necessary.

Duties and Responsibilities:

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodation.

- Provide high-level analytical and administrative support to the Director. Administrative responsibilities may include coordination of meetings and calendars; inter office communication; assistance with stakeholder engagement and communications; capturing and distributing meeting minutes; etc. Maintain a high level of attention to detail, ensuring organization and timeliness. Responsibilities may also include managing travel arrangements, coordination of meeting logistics, attendance, assisting with agenda development, preparing and distributing presentation materials, capturing and releasing approved meeting notes and tracking progress of action items, developing and managing email distribution lists, and coordination of follow-up meetings.
- Act as the division Public Records Act (PRA) liaison. With guidance, triage phone and email communications. Develop and maintain a tracking system to ensure timely responses to inquiries, requests, and complaints from interested

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parties. Assist with division fiscal tasks including, but not limited to, coordinating purchases, travel expenditures, procurement, distribution of supplies, tools, and equipment.

- Maintain up-to-date information on data reporters. Maintain team site by coordinating with colleagues, coworkers, other division staff, management, and/or other stakeholders to perform various tasks.
- Provide analytical and technical support, including triage, analysis, and response to complex and/or sensitive drills and information. Reviews and analyzes documents to ensure compliance with applicable federal and state laws, as well as regulations and policies. Prepare recommendations or responses as needed for these items to be presented to management.
- Attend workgroup committee meetings, and other problem-solving meetings to document and help in the process of developing best practices, policies or procedures. Attend various meetings to stay aware of relevant issues.
- Use various databases and software applications to perform job tasks and participate in training on new technologies as needed. Collaborates with staff to create, monitor, and update various documents, databases, tables, and charts.
- The incumbent will perform other job-related duties as required. This may include but is not limited to: completing special projects under the direction of management, such as issue briefs and reports; conducting research, data gathering and analysis; providing technical assistance to committees and workgroups; gathering, compiling, editing, and interpreting information/notes; participate in presentations and/or training.

Telework and Travel Information:

This position is required to report in-person to the designated headquarters office location a minimum of two (2) days per week. The amount of telework permitted is at the discretion of the Department and is subject to change.

Overnight statewide travel may be required.

Special Requirements:

Applicants are required to complete a Statement of Qualifications (SOQ) in addition to completing a standard state application (Examination/Employment Application STD 678). The SOQ is required to elicit information regarding each candidates' interest and experience in relation to this position. The completed SOQ must have the Job Code referenced, address the questions below, and should not be more than two pages using Arial 12-point font size. Applications without SOQs or with SOQs that do not address the questions below will not be considered. Resumes, letters, and other materials will not be considered as responses to the SOQ.

Statement of Qualifications:

1. Describe your knowledge and experience in providing administrative support to an organization and/or individual. Please provide specific examples of how you were able to contribute and what the outcomes were.
2. Provide examples and the process in how you prioritize workload, while maintaining accuracy and efficiency in productivity and meeting deadlines.

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Required Application Package Documents:

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- List your most current employment history first in the "EMPLOYMENT HISTORY" section on the STD. 678. Provide the "From" and "To" dates with the month, day and year, the "Hours Per Week" that you worked and the Total Worked (Years/Months). You may include overtime hours. You must complete the "DUTIES PERFORMED" on the State Application (do not note "see attached resume" in this section). Failure to comply and your application is considered incomplete.
- Resume is optional. It may be included but is not required.
- Degree and/or School Transcripts
- Statement of Qualifications

A completed Statement of Qualifications (SOQ) must be submitted with your State Application to be considered. The SOQ must follow the specifics as stated in the "Special Requirements" section.

Applicants requiring reasonable accommodation for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodation may be directed to the EEO contact listed on this job posting.

Desirable Qualifications:

- Demonstrate willingness and ability to assume duties of various complexity and adapt to changing priorities
- Excellent organizational and time management skills.
- Ability to develop administrative policies, procedures, and practices.
- Ability to ask practical questions, evaluate information, apply guidelines and procedures.
- Be proficient in using various computer word processing, spreadsheet, and database applications and be willing to learn new technological tools and incorporate them into daily tasks.
- Possess excellent customer service skills with ability to build productive and effective relationships, using diplomacy and tact.
- Ability to work both independently and as part of an interdisciplinary team that includes management, attorneys, researchers, and support staff.