



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 #:
917-194-5157-002

Salary Range:
\$3,749.00 - \$4,698.00

Issue Date:
04/16/2025

Final Filing Date:
04/30/2025

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 917-194-5157-002. 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 Facilities Standards and Operations Division (FSO), Staff Services Manager I (SSM I), the Staff Services Analyst (General) (SSA) operates semi-independently as a resource for FSO projects and provides day-to-day analytical support. The SSA performs various analytical functions, data entry, and program administration tasks. This position requires working both independently and as part of a team, taking responsibility for multiple data entry projects, and supporting FSO division functions. The SSA researches rules and regulations, gathers data, prepares correspondence, and provides customer service to management, staff, and outside agencies. The incumbent must exercise a high level of initiative and independence while offering alternatives and recommendations that may lead to effective solutions for various FSO projects and issues.

Duties and Responsibilities:

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

- Manage in-state and out-of-state travel reimbursements claims and travel advances and maintain travel policies and per diem information in accordance with state rules on travel. Assist the Deputy Director, Division Staff, and members of ESC's and workgroups with travel-related reimbursements and policy interpretation. Analyze, process, and file travel reimbursement claim and travel advance documentation, ensuring compliance with state travel guidelines, appropriate reimbursements, and maintenance of division travel files. Act as a liaison with BSCC Accounting Staff to address issues with approved travel reimbursement claims or travel advances. Assist Division Staff with required documentation and special requests such as Excess Lodging.

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. 03/2021



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- Provide high-level support to the Deputy Director and Division Staff by maintaining special and ongoing tasks, projects, and timelines, with regular status updates. Maintain position procedures and instructional materials to clarify general office procedures, Division projects, work standards, project parameters, and other relevant topics for staff and various audiences. Act as a point of contact with state and local agencies, handling sensitive and confidential matters as needed. Collect and coordinate the approval and signing of monthly timesheets, training requests, and purchase requests for the Deputy Director, ensuring each approved timesheet and request is submitted to the appropriate unit for processing. Coordinate and track training requests and other documents or procedures that require Deputy Director approval.
- Review Inmate Complaint Letters to identify priority items of critical concern and distribute to appropriate staff for action or preparation of responses and signatures. Respond to sensitive correspondence, telephone calls, and inquiries from federal or local agencies, as well as incarcerated people or members of the stakeholder community. Maintain a database and file to document and track correspondence and ensure responses are completed.
- Participate in meetings, records notes, and research technical publications to maintain adequate knowledge for accurately corresponding or assigning correspondence with state, federal, and local officials, and stakeholders. Conduct research, perform analysis, and maintain databases to support the Division's programs. Ensure that all reference materials are current and aligned with division priorities, as well as statewide policies, procedures, and regulations. Collaborate with program experts to implement necessary changes.
- Effectively communicate through telephone, email, and video or chat applications while exercising discretion, tact, and good judgment to provide information and assistance to staff and external stakeholders.
- Assists with special projects, provides backup to division staff as needed, and completes additional assigned duties.

Desirable Qualifications:

- Dependable, punctual, with an excellent attendance record and the ability to meet deadlines and follow instructions.
- Ability to effectively communicate, both orally and in writing.
- Ability to analyze situations and adopt effective courses of actions and/or processes.
- Possess excellent organizational skills and attention to detail.
- Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders.
- Ability to work on confidential and sensitive assignments, and consistently

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exercise a high degree of initiative, independence, sound judgment in performing assigned tasks.