



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:

Associate Governmental Program Analyst

Position #:

917-100-5393-XXX

Salary Range:

\$5,855.00 - \$7,327.00

Issue Date:

May 6, 2025

Final Filing Date:

May 20, 2025

Contact:

BSCC HR

916-341-6891

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 917-100-5393-XXX. 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.

Under the general direction of the Executive Director (ED) of the Board of State and Community Corrections (BSCC), the Executive Analyst, an Associate Governmental Program Analyst, performs a variety of analytical duties with a high degree of responsibility in dealing with problems and projects for the BSCC. This position provides analytical and technical support to the BSCC Chair and Board Members, BSCC Executive Director, General Counsel, Director of In-Custody Death Review, the Communications Director and other members of the Executive Team consisting of four Deputy Directors.

Duties and Responsibilities:

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

- **Special Projects:** Serve as the Executive Analyst to the Board Chair, Executive Director, General Counsel, Director of In-Custody Death Review, Communications Director, and four Deputy Directors. Prepare and ensure the accuracy of all special projects assigned by the Executive Director or Executive Team. This includes performing the most difficult and complex technical work for these assignments, such as developing written proposals; developing and conducting surveys; collecting and analyzing data; preparing reports with recommendations. Reviewing submissions and coordinating responses to any special projects, assignments or drills assigned to agency staff by the Executive Director; analyze responses to ensure content is accurate, any data is appropriate and relevant, and any technical information is valid.
- **Board Secretary:** Coordinate with the Executive Team and staff on the organization and preparation of successful Board Meetings including creating agendas, managing Board Reports, ensuring the accurate and timely posting of all meeting materials to the BSCC website, etc. Create the Board Chair and Executive Director's talking points. Coordinate Board

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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Member attendance to ensure there is a quorum. Assist the Board Chair with facilitating communication between Board Members, management, and external stakeholders at Board Meetings. Prepare meeting minutes and maintain records of board decisions and actions. Ensure compliance with governance policies and legal requirements. Maintain confidentiality of sensitive information.

- **External Stakeholder Liaison:** Point of contact for executive-level staff, the Governor's Office, legislative and congressional staff, board members, and other State, federal, and local agencies, which may include handling sensitive and confidential issues. Responsible for coordinating with all board members, including implementing the New Board Member Orientation Process.
- **Legislative Analyst & Liaison** Coordinate with the Executive Team and provide high-level legislative technical expertise and recommendations related to legislative activities, including the coordination, development, and formulation of bill analyses; develop policies resulting from new or amended legislation. Liaise with internal and external stakeholders. Serve as the point of contact for board members, executive-level staff, the Governor's Office, legislative and congressional staff, and other State, federal, and local agencies.
- **Event and Document Coordination:** Responsible for managing, coordinating, and scheduling high-level events, meetings, public listening sessions, work-groups and speaking engagements; schedule all commitments including appointments with members of the Legislature and other internal and external stakeholders, reviewing all calendar requests and speaking engagements; makes travel arrangements for board members, Board Chair, the Executive Director, and Executive Team; ensures Board Meeting materials are accurate and posted on the BSCC website timely; prepares, processes, and files travel reimbursements; interprets state travel guidelines and accurately determines appropriate travel reimbursements.
- **Correspondence Control:** Reviews incoming correspondence and identifies priority items of critical concern and distributes or assigns to appropriate staff for action or preparation of response for signature. Responds to sensitive correspondence, telephone calls and visitors from the Governor's Office, members of Legislature, representatives of State, federal, or local agencies, and members of the stakeholder community. Participates in meetings, takes notes, and researches technical publications to maintain sufficient technical knowledge to accurately assign correspondence and to correspond with state, federal, and local officials and stakeholders.

Desirable Qualifications:

- Exceptional Organizational Skills
- Strong Communication Abilities
- Proficiency with Office Software
- Problem-Solving Abilities
- Professionalism and Poise
- Flexibility and Adaptability

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