



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 Budget Analyst

Position #:
917-190-5284-XXX

Salary Range:
\$5,855.00 - \$7,327.00

Issue Date:
July 16, 2025

Final Filing Date:
July 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 917-190-5284-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.

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

Scope of Position:

Under general direction and supervision provided by a Staff Services Manager II in the Financial Services Unit, the Associate Budget Analyst (ABA) works independently, performing analytical, budgeting, accounting and grant administration functions in support of the Corrections Planning and Grant Programs (CPGP) Division, and performs technical analytical work of intermediate to high level of complexity as it relates to the coordination, development, review and administration of the budget for the BSCC. As the ABA, the incumbent will be responsible for providing accurate information, data, reports and superior customer service to management, staff, internal programs, and external agencies, and will initiate or recommend changes or alternatives that result in effective solutions related to any financial issue that may arise.

Duties and Responsibilities:

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

- Program Fiscal, Budgets, and Accounting: Develop and update budget projections and planning documents for the agency and CPGP Division, analyze financial and budget status reports for accuracy and fund availability; evaluate and project program expenditures; resolve budget-related problems such as accounting and/or coding errors, take corrective action as needed.
- Reconcile internal databases to FI\$Cal reports, monthly SCO Tab Runs, and federal reconciliation documents to ensure expenditures are captured under the appropriate State/Federal funding stream.
- Update, review, and analyze financial data in the FI\$Cal system ensuring the accuracy and completeness of all budgetary and accounting entries.

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 quarterly reconciliations of all open Federal awards to BSCC Accounting Staff to be used for filing Federal Financial Reports.
- Budget Development and Administration: Monitors and maintains the BSCC's operating budget. Develops complex budgets for each division and loads operating budgets into FI\$Cal. Runs FI\$Cal financial reports to forecast expenditures; adjusts budgets throughout the fiscal year based on updated projections. Consults with division staff regarding all aspects of monitoring their expenditures by program, category of expenditure, and fund source. Evaluates expenditures and projections for accuracy and consistency against encumbrances and prior-year expenditures. Monitors and reconciles Budget Act appropriations to budget expenditure levels to ensure proper financial controls are in place.
- Prepare and review baseline budget and budget revisions related to program and grant appropriations.
- Complete various budget drills and other inquiries from the Department of Finance, Legislature, Legislative Analyst's Office, etc.
- Grant/Contract Administration: Oversee and make recommendations for approval of contracts and contract amendments, which include verification of the allocation amount(s), and that accurate and relevant information is provided.
- Ensure the timely and accurate processing of invoices, including analysis of claims for eligible and ineligible costs. Review and approve invoices and budget/program modifications before they are forwarded to the appropriate Field Representative to ensure expenditure and coding information is applied to the appropriate State/Federal grant program. Ensure all fiscal-related databases contain current and accurate expenditure information.
- Provide budget planning documents to Field Representatives as it relates to their respective program expenditure patterns and surplus/deficit trends. Develop and maintain desk procedures.
- Data Collection: Maintain multiple internal and external tracking systems to ensure grant balances and expenditures are posted correctly. Prepare financial data analysis reports for management as needed.
- Other Budget Related Duties as Required: Responsible for various other budget-related analytical and technical tasks associated with supporting the BSCC's technical budget. Work with outside agencies to resolve budget and accounting related questions and issues. Update and develop job related procedures. Other duties as assigned.

Desirable Qualifications:

- Experience in fiscal services in private or State Government.
- Experience with FI\$Cal Hyperion and PeopleSoft.
- Proficient with Microsoft Excel, Word, and Outlook.
- Ability to research, analyze complex problems, reach a sound and defensible conclusion, and provide recommendations to management.
- Ability to work under pressure and handle multiple assignments effectively, efficiently, and in a timely manner.
- Ability to be flexible and work in a fast-paced office environment.
- Experience and ability to effectively communicate across multiple methods.

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