



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 #:

917-194-5393-809

Salary Range:

\$5,855.00 - \$7,327.00

Issue Date:

July 10, 2025

Final Filing Date:

July 25, 2025

Contact:

BSCCHr@bscc.ca.gov
(916)341-6891

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 917-194-5393-809. 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.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.

SOQs should provide clear and concise information regarding experience, education and training relevant to the duties of this position. SOQs must be typewritten, no longer than 2 pages in length, with no smaller than 12 point font, single spaced, and responses must be numbered to match the items below. SOQs must include your name, date and have page numbers. SOQs must address the following points and must include specific examples:

1. Please describe your experience, knowledge, and abilities as they relate to the desirable qualifications and duty statement for this position.
2. Provide an example of a time when you had to make a decision without a clear precedent or established process. What did you consider in your approach when making the decision, and what was the outcome?
3. Please describe your experience handling a time-sensitive assignment with competing priorities and deadlines. What challenges did you face, and how did you overcome them?

Scope of Position:

Under the direction of the Staff Services Manager I (SSMI), Facilities Standards and Operations Division (FSO), the Associate Governmental Program Analyst (AGPA) performs a wide range of analytical functions in support of activities related to local adult and juvenile detention facility inspections and report review processes.

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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The AGPA works independently and as a team member, responsible for tracking, monitoring, reviewing, researching, gathering, and analyzing information to resolve identified issues and providing regular reports on the status of tracked processes, integrity of facility inspection data, and records. The incumbent must exercise a high degree of initiative and independence and provide alternatives or recommendations that may result in effective solutions related to administrative and programmatic issues.

Duties and Responsibilities:

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

- **Tracking and Monitoring of Facility-Related Data and Documents:** Monitor data dashboards, follow-up, and required action reminders for data and documents related to, but not limited to, facility-related complaints, noncompliance and Corrective Action Plans, and noncompliance reports for the BSCC Board. The analyst is also responsible for ensuring data is accurate and complete; entering and tracking local inspection reports, monitoring Smartsheet notifications and ensuring reported instances are addressed within established response and resolution timelines; providing timely reminders and status updates, generating ad hoc reports for FSO Management and Board use; and developing and maintaining Smartsheet-based tracking tools used for data tracking and entry, as needed.
- **Quality Assurance of Facility Inspection Data and Documents:** Independently and in collaboration with team members, conduct ongoing quality reviews of internal reports, procedures documents, inspection records, and internal data related to facility inspections and report reviews. This includes, but is not limited to, verifying the accuracy and consistency of internal facility inspection records and those made publicly available on the BSCC's website. The AGPA analyzes information, identifies errors and discrepancies, and regularly reports to the SSML on corrections made and issues that require further research or approval.
- **FSO Division Related Fiscal Activities:** Serve as liaison with BSCC Budget and Accounting Division and other internal stakeholders. Take appropriate actions to promptly resolve errors and discrepancies related to the FSO Division's General Fund, budget, and expenditures, provide support to the review of budget planning and expenditure data, validate accuracy of financial reports and fund availability, project expenditures and encumbrances, update budget planning information, perform fiscal year-end activities, coordinate with other divisions to gather documentation necessary to resolve budget or personnel matters, identify discrepancies and verify division encumbrances in FI\$Cal, take corrective actions as needed, and create and maintain desk procedures.
- **Other duties as assigned:** Fulfill Public Records Act (PRA) requests, develop and review policies and procedures, update FSO division web content; participate in special projects, public meetings, trainings, and presentations; provide technical assistance; complete data entry, tracking, filing, scanning, and material distribution; and support general administrative functions including serving as backup to team members and participate in-service trainings, staff meetings, and other departmental or civil service activities.

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Desirable Qualifications:

- Effective communication and interpersonal skills.
- Ability to work well independently and in a team environment.
- Proficient in Microsoft Office Suite, i.e., Excel, Word, PowerPoint, and Outlook. Familiarity with FI\$cal is helpful, but it's not required.
- Strong organizational skills and attention to detail.
- Ability to meet deadlines, handle multiple tasks, remain flexible, and work well under pressure on time-sensitive tasks.
- Strong record of attendance and dependability.