



## 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:**

October 17, 2025

**Final Filing Date:**

October 31, 2025

**Contact:**

[BSCCHr@bscc.ca.gov](mailto: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 (SSM I), Facilities Standards and Operations Division (FSO), the Associate Governmental Program Analyst (AGPA) performs a wide range of sensitive and complex analytical functions in support of activities related to local adult and juvenile detention facility inspections and report

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review processes.

The AGPA is responsible for independently tracking, reviewing, and processing data and documentation in addition to providing analytical and operational support for complex tasks and assignments. The incumbent will review and process data and documents related to the inspection of local adult and juvenile detention facilities. Additionally, they are responsible for providing analytical support in identifying and researching issues and inquiries, as well as providing regular and ad hoc status updates and reports. The incumbent will develop, maintain, update policies and procedures relevant to their assignments and tasks, and conduct a periodic review of travel expenses related to FSO division travel. 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.

Track, review, and process data and documents related to the inspection of local adult and juvenile detention facilities. Maintain accurate and timely data entries and ensure completeness of records. Manage, track, and follow up on reminders for data and documents related, but not limited to, facility complaints, noncompliance issues, Corrective Action Plans, and noncompliance reports. Review and process local inspection reports and related documents, in addition to filing and maintaining internal and publicly accessible records. Provide timely responses and follow-up on issues, inquiries, and document requests. Compile data and generate reports for FSO Management, Executive Management, and the Board.

Conduct periodic quality reviews of internal records, policies and procedures, inspection reports, and internal data, both independently and in collaboration with team members. This includes, but is not limited to, verifying the accuracy and consistency of internal facility inspection data, records, and records or information made publicly available on the BSCC's website.

Serve as a liaison with the BSCC Budget and Accounting Division and other internal stakeholders. Review reported travel expenses to ensure consistency with internal records. Provide support for FSO budget planning and expenditure review, including validating financial reports and fund availability, projecting travel-related encumbrances, resolving budgetary discrepancies, and updating budget planning data as needed. Perform fiscal year-end accrual activities. Coordinate with other divisions to collect information and documentation required to address budget or personnel matters. Identify and verify division encumbrances in FI\$Cal, and make recommendations. Develop, maintain, and update related policies and procedures.

Other duties as assigned: Provide support for document requests, such as Public Records Act (PRA) requests. Develop, maintain, and update policies and procedures. Maintain and update FSO division web content. Provide operational support, including but not limited to participating in special assignments, public meetings, trainings, and presentations; providing technical assistance; scanning and filing incoming mail, managing material distribution; and supporting general administrative functions

### **Desirable Qualifications:**

- Effective communication and interpersonal skills.

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- Ability to work well independently and in a team environment.
- Strong computer skills and working-level knowledge and proficiency in Microsoft Office Suite, such as Excel, Word, PowerPoint, and Outlook, and data entry and database management. Familiarity with FI\$Cal is helpful, but it's not required.
- Strong organizational skills and attention to detail.
- Ability to meet deadlines and manage multiple tasks simultaneously.
- Dependable with a strong attendance record.