



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/Associate
Governmental Program Analyst

Position #:

917-190-5157/5393-XXX

Salary Range:**SSA:**

Range A: \$3,861 - \$4,839

Range B: \$4,181 - \$5,233

Range C: \$5,014 - \$6,276

AGPA:

\$6,031 - \$7,547

Issue Date:

October 15, 2025

Final Filing Date:

October 29, 2025

Contact:**BSCC HR**

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 917-190-5157-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.

Statement of Qualifications:

A Statement of Qualifications (SOQ) is required and must be submitted along with your state application. The SOQ is a discussion of how your education and experience qualifies you for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ must not exceed two (2) pages in length, in 12-point Arial font, with 1-inch margins. Your application may be disqualified from consideration if your SOQ does not adhere to the requests outlined in the SOQ criteria below. Resumes, letters, and other materials will not be considered as your response to the SOQ. Your SOQ must specifically address the following question to be considered for this position:

1. Describe your experience supporting personnel transactions, recruitment, or employee services in a government or organizational setting.
2. Explain how your skills in data analysis, communication, or policy interpretation contribute to successful HR operations.

Scope of Position:

Under the supervision of the Human Resources Manager (Staff Services Manager I), the Staff Services Analyst (SSA) performs a variety of analytical and administrative duties to support BSCC's personnel operations. The incumbent assists in interpreting and applying personnel policies and procedures, coordinates with the State Controller's Office – Human Resources (SCO-HR), and supports the implementation and processing of personnel transactions. The SSA helps facilitate requests from BSCC employees, supervisors, and managers related to a variety of personnel matters, ensuring

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compliance with established guidelines and procedures.

The SSA exercises independent judgment within defined parameters and contributes to the planning, implementation, and evaluation of personnel-related projects and initiatives.

The incumbent demonstrates a positive attitude and a commitment to providing quality service that is accurate, timely, exceeds customer expectations, and maintains complete confidentiality.

Duties and Responsibilities:

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

Personnel Transactions & Policy Support Under supervision, assists in interpreting and applying personnel policies, standards, and procedures. Coordinates with the State Controller's Office – Human Resources (SCO-HR) to process personnel transactions including appointments, separations, and payroll actions. Supports BSCC employees, supervisors, and managers with a variety of personnel-related requests, ensuring compliance with civil service laws and departmental guidelines. Assists staff in preparing documentation for leave of absences, including FMLA/CFRA, State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), and Industrial Disability Leave (IDL). Supports onboarding activities by preparing welcome materials, coordinating initial paperwork, and assisting new employees with orientation logistics. Maintains the BSCC's Administrative Operations Manual (AOM) and New Employee Handbook to ensure internal policies and procedures are current and accessible.

Recruitment & Examination Coordination Supports recruitment efforts by preparing and posting job announcements on the BSCC website, and other external platforms. Coordinates the end-to-end recruitment process including application screening, scheduling interviews, communicating with candidates and panel members, and assisting with exam administration and job analysis.

Data Analysis & Reporting Compiles, reconciles, and analyzes personnel data related to classification, hiring, and position control. Prepares reports for internal use and external oversight agencies such as CalHR. Assists in reviewing and updating classification specifications and salary ranges.

Program & Compliance Support Participates in health and safety program activities, including workplace inspections and compliance with Cal/OSHA requirements. Assists with Return-to-Work and Equal Employment Opportunity (EEO) coordination, and supports departmental efforts to promote employee welfare and inclusion. Serves as the department's Training Coordinator, ensuring staff complete all required and mandatory training based on classification, and that annual training requirements are met for all employees.

Special Projects & Division Support Assists with special projects, provides backup to division staff as needed, and completes additional assigned duties.

Desirable Qualifications:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Understanding of employment laws, leave programs, and standard HR

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procedures.

- Ability to coordinate hiring activities, assist new employees, and respond to personnel inquiries.
- Capable of managing data, preparing reports, and maintaining accurate documentation.
- Willingness to support cross-functional projects, ensure compliance, and contribute to team goals.