



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**

Position #:
917-195-5157-011

Salary Range:
Range A: \$3861-\$4839
Range B: \$4181-\$5233
Range C: \$5014-\$6276

Issue Date:
December 8, 2025

Final Filing Date:
December 22, 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 917-195-5157-011. 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.

The SOQ must be a minimum of one (1) page and shall not exceed two (2) pages. The SOQ must be single spaced, with 12-pt Arial font and have one-inch margins. The SOQ must contain a header listing your name **and** Job Control number listed according to the job advertisement. Resumes, letters, and other materials will not be considered as responses to the SOQ. Applications received without an SOQ or submitted with an SOQ that does not follow directions will not be considered.

The SOQ must answer the following questions and each answer must be numbered in the response respectively:

1. As an entry-level analyst providing support, you will receive direction and feedback on your work frequently. Describe a piece of constructive criticism you received and how you adapted your working style or process as a result.
2. What is a recent example of a time you received an ambiguous task. How did you break the problem down into manageable parts, and what was your process for ensuring the solution you delivered directly addressed the initial need?

Scope of Position:

Under the direction of the Staff Services Manager I (SSM I) in the In-Custody Death Review (ICDR) division, the Analyst acts independently or semi-independently responsible for the analysis, development, and support of the processes, procedures, and projects in the ICDR Division. The Analyst shall provide analytical, administrative, and technical support in the ICDR Division. The Analyst will be required to work with sensitive and confidential issues and materials and is expected to maintain discretion and confidentiality at all times. The Analyst will conduct business in a professional and

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



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.

service-oriented manner, demonstrate integrity and honesty in representing the BSCC, establish and build rapport through open communication and trust, and will promote teamwork and cross-functional collaboration.

The ICDR division is responsible for implementing and complying with sections 6024 and 6034 of the Penal Code. Statewide, possibly overnight, travel may be required as necessary.

Duties and Responsibilities:

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

- Provide analytical and administrative support to the Director, management, or ICDR Field Representatives. Provide analytical and technical support, including triage, analysis, and response to complex and/or sensitive drills and information. Independently research, analyze, draft, and edit a variety of program and policy documents used to administer and develop programs and projects related to in-custody deaths. These documents may include regulations, guidelines, policies and procedures, proposed legislation, bill analyses, budget change proposals, and other administrative materials. Also, draft and prepare materials for presentations, including program and fiscal data materials. Provide presentations at internal meetings, and at conferences and trainings. Review reports submitted by agencies for consistency with ICDR reporting requirements and provide technical assistance to counties regarding errors or completing reports. Develop and draft updates and request modifications to maintain the program web pages and other public documents.
- Participate in workgroups, committees, and other problem-solving groups to develop, review, and produce best practices, policies or procedures. Assist Executive Steering Committees and workgroups as they develop and revise regulations and best practices. Participate in the development, revision and promulgation of minimum standards for state and local corrections agencies. Independently and effectively communicate with staff and internal and external stakeholders (local law enforcement agencies, general public, BSCC staff) in various settings. Accept and respond to internal and external inquiries and requests for information in a timely and professional manner. Act as the division Public Records Act (PRA) liaison. Fulfill Public Records Act requests. With guidance, triage phone and email communications. Develop and maintain a tracking system to ensure timely responses to inquiries, requests, and complaints from interested parties. Maintain up-to-date information on data reporters. Maintain internal team site by coordinating with colleagues, coworkers, other division staff, management, and/or other stakeholders to perform various tasks
- Administrative responsibilities may include coordination of meetings and calendars; inter-office communication; assistance with stakeholder engagement and communications; capturing and distributing meeting minutes; and managing travel arrangements and meeting logistics. Maintain a high level of attention to detail, ensuring organization and timeliness. Use various databases and software applications to perform job tasks and participate in training on new technologies as needed. Collaborates with staff to create, monitor, and update various documents, databases, tables, and charts.

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



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.

- The incumbent will perform other job-related duties as required. This may include, but is not limited to: completing special projects under the direction of management, such as issue briefs and reports; conducting research, data gathering and analysis; providing technical assistance to committees and workgroups; gathering, compiling, editing, and interpreting information/notes; participate in presentations and/or training.

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:

- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies, or equivalent, and internal and external stakeholders.
- Ability to communicate effectively, demonstrate excellent customer service skills, and organizational skills with attention to detail.
- Experience demonstrating the ability to work with sensitive information.
- Demonstrate willingness and ability to assume duties of various complexity and adapt to changing priorities
- Excellent organizational and time management skills.
- Ability to ask practical questions, evaluate information, apply guidelines and procedures.
- Be proficient in using various computer word processing, spreadsheet, and database applications and be willing to learn new technological tools and incorporate them into daily tasks.
- Possess excellent customer service skills with ability to build productive and effective relationships.