



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:
Information Technology Specialist I

Position #:
917-190-1402-004

Salary Range:
A \$6,513.00-\$8,729.00
B \$7,163.00-\$9,599.00
C \$7,864.00-\$10,537.00

Issue Date:
06/30/2026

Final Filing Date:
07/14/2026

Contact:
Kae Arthur
BSCCHR@BSCC.CA.GOV
(916) 322-8088

Location:
BSCC
2590 Venture Oaks Way Ste 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 917-190-1402-004. 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 the general supervision of the Chief Information Officer, the incumbent is responsible for providing direct Web Services and Web Development for the Board of State and Community Corrections. The incumbent will be responsible for all aspects of Website/Intranet design, development, maintenance and support. Additionally, this position will be responsible for the design and operation of the audio-visual systems associated with the recording and dissemination of audio and video data feeds of BSCC Board Meetings and events.

Duties and Responsibilities:

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

25% Website Development – Design engaging and responsive websites, landing pages and content for the BSCC public website and BSCC intranet. Liaise with back-end technical staff to ensure web and app logic is properly integrated. Develop web layout and content using industry standard web development technologies. Employ industry and best design practice throughout website process. Employ industry standards/best practices and State and Department policies and directives. Ensure all developed web content and formatting is ADA Compliant. Create surveys and customer contact forms. Work directly with BSCC Program and/or the Communications Director in the design and development of new web content/format.

25% Website Support and Maintenance – Lead and establish priorities and management of day-to-day monitoring of the BSCC's website and intranet. Provide professional support and work proactively with division staff to ensure that web information is accurate, timely, relevant and branded according to BSCC policy. Track and maintain a history of all web changes. Coordinate regular content updates with

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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management and BSCC division staff. Update broken links and resolve formatting/content problems as soon as possible. Format and post online notices, schedules and agendas for BSCC and committee meetings in a timely manner. Format and post BSCC policies and procedures, procedure manuals and other internal BSCC documentation to the BSCC Internet/Intranet website. Maintain the security and accessibility of the BSCC website in accordance with industry standards and best practices and State and Department policies and directives.

15% SharePoint: Manage, and maintain various existing SharePoint sites for the BSCC. SharePoint sites must be able to utilize workflows leveraging PowerAutomate. SharePoint sites must be able to be configured to connect with other software sources (i.e. Office 365). Gather user requirements in the process of piloting and developing new SharePoint sites. Serve as primary support for SharePoint troubleshooting as well as project lead of the deployment of new SharePoint sites.

10% End-User Support – Research and answer questions from internal and external stakeholders related to the website content, design, functionality and history. Act as customer interface for all questions related to the BSCC Website and Intranet. Research and solve problems encountered by users when accessing the Board's website features, content and functions.

10% Project Management – The incumbent accepts leadership responsibility for multiple tasks/projects, applies sound project management principles and follows established standard in the management of web related projects. The incumbent will be involved in leading and managing web development projects, including procuring IT contracts and working directly with contractors to ensure desired outcomes are achieved. Convene workgroups to ensure goals and objectives are met for internet/intranet design and re-design. The incumbent ensures that projects are delivered on schedule and meet the customer's requirements. The IT Technology Specialist effectively communicates with colleagues, customers and BSCC managers, reporting project status and providing project documentation as required (business requirements, technical specifications, work plans, status reports, etc.).

5% Audio/Video: Edit videos to be posted on the BSCC's website and/or other forms of social media (i.e. YouTube). Receive explicit instructions from management regarding video assignments

5% Research - The incumbent keeps current with industry trends, new technologies and industry practices by independently reviewing technical literature, having technical discussions with colleagues and performing independent research.

5% Other Duties – The incumbent will perform other tasks as assigned and/or required. Other duties may include activities such as provide Web Master technical assistance with developing communications, press releases, publications, and reports.

Desirable Qualifications:

- Experience with WordPress platform
- Experience with California WordPress Template
- SharePoint development experience including automated workflows