



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:

Analyst II

Position #:

917-190-5393-820

Salary Range:

\$6031.00 – \$7547.00

Issue Date:

August 10, 2026

Final Filing Date:

August 24, 2026

Contact:

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Elizabeth.Stevenson-
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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 917-190-5393-820 Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

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.

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 (SOQ) Instructions

All candidates must submit a Statement of Qualifications (SOQ) that is no more than two pages, single-spaced, using 12-point font. The SOQ must address all three questions, and each response must be numbered and include the full question followed by the answer.

Applicants must include the following required information in the upper right-hand corner of each page:

- Candidate Name
- Position Number: 917-190-5393-820

Applicants must copy and paste each question, number them, and provide a complete response to each. Responses that do not include the questions, are not numbered, or do not adhere to formatting requirements may result in the application not being considered.

SOQ Questions

1. Based on the duties outlined in the duty statement, describe your experience independently interpreting and applying personnel policies, regulations, or procedures. Include an example demonstrating your ability to exercise sound judgment and provide guidance to employees or management.
2. Explain your experience leading or coordinating recruitment efforts, administering examinations, or facilitating hiring processes. Describe your approach to ensuring accuracy, fairness, and efficiency throughout the recruitment cycle.
3. Discuss your experience analyzing personnel or organizational data and preparing reports for leadership. Include a specific example that demonstrates your ability to evaluate trends, make recommendations, or support decision-making related to classification, salaries, or position control.

Scope of Position:

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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Under the direction of the Human Resources Manager (Supervisor I), the Analyst II serves as a subject-matter generalist responsible for performing complex and varied analytical assignments in support of BSCC's personnel operations. The incumbent provides consultative services to management and staff on personnel policies, classification and pay, recruitment, hiring, position control, and labor relations. Duties require independent judgment, policy interpretation, and the ability to develop and implement solutions that align with departmental goals and statewide standards.

The Analyst II plays a key role in evaluating program effectiveness, recommending improvements, and ensuring compliance with applicable laws, regulations, and policies. The position supports strategic planning and contributes to the development of internal systems and procedures that enhance operational efficiency.

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:

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

- **Personnel Transactions & Policy Oversight** Independently interprets and applies personnel policies, standards, and procedures. Serves as a liaison with the State Controller's Office – Human Resources (SCO-HR) to oversee the processing of personnel transactions including appointments, separations, and payroll actions. Advises BSCC employees, supervisors, and managers on a wide range of personnel matters. 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). Leads onboarding efforts by coordinating orientation schedules, preparing materials, and ensuring new employees receive timely and accurate guidance on benefits, policies, and procedures. Maintains the BSCC's Administrative Operations Manual (AOM) and New Employee Handbook to ensure internal policies and procedures are current, consistent, and aligned with departmental standards.
- **Recruitment Strategy & Examination Management** Leads recruitment efforts by drafting and posting job announcements on the BSCC website, and other external platforms. Manages the full recruitment cycle including application screening, interview coordination, candidate communication, and panel facilitation. Oversees exam administration, job analysis, and collaborates with SCO-HR on examination development and classification planning.
- **Data Analysis, Reporting & Position Control** Conducts complex analysis of personnel data related to classification, hiring trends, and position control. Prepares detailed reports for internal leadership and external oversight agencies such as CalHR. Evaluates classification specifications and salary structures, and recommends updates to support organizational needs.
- **Program Compliance & Strategic Support** Participates in health and safety program activities, including inspections and compliance with

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Cal/OSHA requirements. Coordinates Return-to-Work and Equal Employment Opportunity (EEO) efforts. Provides strategic input on departmental initiatives related to employee welfare, inclusion, and workforce planning. 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** Leads or contributes to special projects, provides backup to division staff as needed, and completes additional duties as assigned.

Desirable Qualifications:

The ideal candidate will have:

- Experience independently interpreting and applying personnel policies, regulations, and procedures, and providing guidance to employees, supervisors, and managers on a wide range of personnel matters.
- Experience performing personnel transactions such as appointments, separations, payroll actions, and administering leave programs including FMLA/CFRA, SDI, NDI, and IDL.
- Experience coordinating and leading recruitment and examination activities, including drafting job announcements, screening applications, coordinating interviews, and facilitating exam administration.
- Strong analytical skills with experience reviewing personnel data, evaluating trends, preparing reports, and supporting organizational decision-making related to classification, salaries, and position control.
- Demonstrated ability to maintain strict confidentiality and exercise sound judgment, especially when handling sensitive personnel information and situations that may affect employee benefits or departmental operations.