



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

Will Consider:
Analyst I

Position #:
917-100-5393-835/
917-100-5157-835

Salary Range:
\$6,031.00 - \$7,547.00

Issue Date:
September 9, 2026

Final Filing Date:
September 23, 2026

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 917-100-5393-835/917-100-5157-835. 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.

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: 917-100-5393-835 or 917-100-5157-835

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. Referencing the position duty statement, describe how your education and/or experience make you a competitive candidate for this position?
2. Describe your experience with public speaking, preparing presentations and facilitating meetings. Include a list of programs/software you have used to manage these tasks.
3. Describe your experience working directly with or in support of executive management/senior leadership. Explain the duties performed.

Under the general direction of the Executive Director of the Board of State and Community Corrections (BSCC), the Executive Analyst, an Analyst II, independently performs a variety of analytical duties with a high degree of responsibility and sensitivity in dealing with BSCC projects and issues. This position provides independent analytical and technical support to the BSCC Chair and Board Members, BSCC Executive Director, General Counsel, Director of In-Custody Death Review, Communications Director and other members of the Executive Team consisting of four Deputy Directors.

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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Duties and Responsibilities:

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

- **Board Secretary:** Coordinate with the Executive Team and staff on the organization and preparation of successful Board Meetings including creating agendas, managing Board Reports, ensuring the accurate and timely posting of all meeting materials to the BSCC website, etc. Assist with creating Board Chair and Executive Director's talking points. Serve as the point of contact and coordinate Board Member attendance and travel to ensure there is a quorum. Assist the Board Chair with facilitating communication between BSCC Board Members, the Executive Team, and external stakeholders at Board Meetings. Independently coordinate with Information Technology staff to ensure Board Meetings are recorded using audio/video technology. Independently prepares and transcribes meeting minutes and maintain records of board decisions and actions. Independently ensures compliance with governance policies and legal requirements. Maintain confidentiality of sensitive information.
- **Special Projects:** Independently serves as the Executive Analyst to the Board Chair, Executive Director, General Counsel, Director of In-Custody Death Review, Communications Director, and four Deputy Directors. Independently prepares and ensures the accuracy of all special projects assigned by the Executive Director or Executive Team. This includes performing the most difficult and complex technical work for these assignments, such as developing written proposals; developing and conducting surveys; collecting and analyzing data; preparing reports with recommendations, etc.; reviewing submissions and coordinating responses to special projects, assignments or drills assigned to agency staff by the Executive Director; analyze responses to ensure content is accurate, any data is appropriate and relevant, and any technical information is valid.
- **External Stakeholder Liaison:** Point of contact for executive-level staff, the Governor's Office, legislative and congressional staff, BSCC Board Members, and other State, federal, and local agencies, which may include handling sensitive and confidential information or issues. Independently responsible for coordinating with all BSCC Board Members, including implementing the New Board Member Orientation Process.
- **Legislative Analyst & Liaison:** Coordinate with the Communications Director and provide high-level legislative technical expertise and recommendations related to legislative activities, including the coordination, development, and formulation of bill analyses; develop policies resulting from new or amended legislation. Liaise with internal and external stakeholders. Independently serve as the point of contact for BSCC Board Members, executive-level staff, the Governor's Office, legislative and congressional staff, and other State, federal, and local agencies
- **Correspondence Control:** Independently review incoming correspondence and identifies priority items of critical concern and distributes or assigns to appropriate staff for action or preparation of response for signature. Responds to sensitive correspondence, telephone calls and visitors from the Governor's Office, members of Legislature, representatives of State, federal, or local

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agencies, and members of the stakeholder community. Participates in meetings, takes notes, and researches technical publications to maintain sufficient technical knowledge to accurately assign correspondence and to correspond with state, federal, and local officials and stakeholders. Other duties as assigned.

Desirable Qualifications:

- Exceptional Organizational Skills
- Strong Communication Abilities
- Proficiency with Microsoft Office Software
- Problem-Solving Abilities
- Professionalism and Poise
- Ability to Maintain Confidentiality
- Flexibility and Adaptability
- Public Speaking Experience