



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 I

Position #:

917-193-5157-012

Salary Range:

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

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

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

Issue Date:

October 9, 2026

Final Filing Date:

October 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 917-193-5157-012. 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:

Based on the Duty Statement/Job Description for this position, please describe how your relevant work experience and/or education qualify you for this position.

Scope of Position:

Under the supervision of the Supervisor I of the Policy and Administration Unit within the Corrections Planning and Grant Programs (CPGP) Division, the Policy Analyst is responsible for developing, evaluating, and maintaining policies and procedures that support statewide criminal justice grant programs. The incumbent supports and tracks the work of the Policy and Administration Unit to include policy development and legislative analysis, data collection and analysis, and the development and delivery of training and technical assistance related to policy implementation. The grant programs administered by CPGP include numerous local and statewide initiatives focused on criminal justice, reducing recidivism, diversion, and other efforts to reduce crime and violence across California.

Duties and Responsibilities:

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

- **Policy Development, Legislative Analysis & Policy Guidance Management**
Responsible for analyzing, developing, and maintaining grant program policies and procedures that guide statewide criminal justice grant administration. Research, develop, write, and revise grant program policies, procedures, forms, and tools. Assist in the review and evaluation of proposed federal and state legislation to determine potential impact on grant programs. Track and monitor the development, review, approval, and distribution of all policy guidance to ensure accuracy, consistency, and version control. Track responses to policy related inquiries from internal divisions, units, and external stakeholders.
- **Policy Evaluation, Data Analysis & Continuous Improvement**
Conduct analytical work to evaluate the effectiveness of policies and procedures and support continuous improvement through data driven recommendations. Develop tools, surveys, and feedback mechanisms to assess policy implementation and effectiveness. Collect, analyze, and interpret data to identify trends, gaps, and areas for improvement. Maintain and track a structured schedule and process for the regular review and updating of all policies and procedures. Prepare analytical reports summarizing program activities, outcomes, and policy impacts.
- **Event, Document, and Correspondence Control**
Reviews incoming correspondence, identifies priority items of critical concern, and distributes or assigns to appropriate staff for action or preparation of response for signature. Participates in meetings, takes notes, and researches technical publications to maintain sufficient technical knowledge to accurately assign correspondence and to correspond with local, state, and federal, officials and non-governmental stakeholders. Responsible for managing, coordinating, and scheduling events, meetings, and work groups; ensures Board Meeting materials are accurate and submitted prior to deadlines; prepares, processes, and files travel reimbursements; interprets state travel guidelines and accurately determines appropriate travel reimbursements.
- **Project Coordination & Other Related Duties**
Independently coordinate work products and support cross division initiatives to ensure timely and accurate completion of assignments. Coordinate timelines, deliverables, and communication across units involved in policy or training initiatives. Perform other duties related to policy development, evaluation, training, or administrative support as assigned.

Desirable Qualifications:

- Highly organized
- Attention to detail
- Great communication skills