BSCC
CALIFORNIA

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) 323-3055.

Position: (6234)
Associate Programmer Analyst

Position #:
917-190-1579-001

Salary Range:
$4,829 - $6,350

Issue Date:
June 27, 2017

Contact:
Stefanie Reyes
(916) 322-8022
Stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
Until Filled

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:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Application package must include all the required documents. Mailed application must include 917-190-1579-001. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

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.

Scope of Position:
Under the general direction of the Chief Information Officer (CIO), a Data Processing Manager II (DPM II), the Associate Programmer Analyst (APA) works cooperatively with colleagues and customers throughout the Board of State and Community Corrections (BSCC) to develop, implement, and support information technology solutions. This position provides project leadership, analysis, programming, quality assurance services and database administration in support of mandated and discretionary agency projects and business requirements. This position provides system development, database/system administration services, and technical support in response to requests from throughout the BSCC.

Duties and Responsibilities:
(Candidates must perform the following functions with or without reasonable accommodations.)

- **Programming –** The incumbent develops and maintains complex custom applications (desktop, web, server) and databases using standard development and office automation tools - Microsoft Visual Studio dot NET, Microsoft Visual Studio, Microsoft SQL Server, and Microsoft Office components. The incumbent, under general direction, follows established standards for programming, interface design, and database development, and documents all components and processes.

- **Systems Analysis and Design –** The incumbent applies system development standards, guidelines, and best practices in analyzing, designing, and maintaining complex information technology solutions. The incumbent participates with other team members and customers in all phases of the system development life cycle, including project initiation, analysis and design, software and database development, testing, and deployment.

- **Technical Lead –** Serves as technical lead on IT projects, working with users during system development and addressing production issues.

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- **Project Management –** The incumbent accepts leadership responsibility for multiple tasks/projects, applies sound project management' principles, and follows ITSSU standards and guidelines in leading information technology projects as required. The incumbent ensures that projects are delivered on schedule and meet the customer's requirements. The incumbent effectively communicates otwith colleagues, customers, and BSCC managers, reporting project status and providing project documentation as required (business requirements, technical specifications, work plans, status reports, etc.).

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

- **Other Duties –** The incumbent will perform other programming and IT (service desk, customer service, troubleshooting, etc.) tasks as assigned and/or required.