



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:

Associate Governmental
Program Analyst
(2 Positions)

Position #:

917-197-5393-001

917-197-5393-002

Salary Range:

\$4,400 - \$5,348

Issue Date:

June 12, 2013

Contact:

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

Location:

Board of State and Community
Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:

July 12, 2013

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

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 a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: **Stefanie Reyes**
600 Bercut Drive
Sacramento, CA 95811

Please write "917-197-5393-001 & 917-197-5393-002" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may 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.

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 direction of the Project Director III, the Associate Governmental Program Analyst (AGPA) acts as a divisional resource/focal point for financial management of the Adult Local Criminal Justice Program under Senate Bill 1022.

Duties and Responsibilities:

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

- Develops in coordination with program specialists, a series of financial reports which may include: expenditures, appropriations, cash flow requirements, bond fund status, projections, comparative analyses, Public Works Board requests, etc. Activities necessary to accomplish this developmental work include: implementing preliminary plan cost management proceedings; developing project descriptions and cash flows; participating in Proceed to Bid responsibilities; task force participation; surveying needs of management; preparing format and specifications for a variety of alternative reports, and testing new report programs for accuracy and utility.
- Monitors and interprets on a routine basis, a series of standardized and ad hoc financial reports. Duties included: developing summaries and standards for comparison, analyzing for/and preparing charts or graphs on trends, variances, and status to management as necessary. Incumbent will be called upon to provide such information for executive briefings, as well as in memo narrative report form for standard distribution.
- Participates in special projects, through task force work and independent effort. Such activities include: reviewing and analyzing legislation and budgetary control language impacting the facility construction funding; developing/analyzing general fiscal input to other group projects; preparing responses to requests from the legislature.
- Prepares and maintains procedures and policy manuals detailing document flows, criteria for acceptance/rejection, descriptions of available reports, and coding systems/procedures for preparation and analysis of the same. This activity will also include functions such as forms analysis and flow-charting.
- Other related duties including: programmatic tasks (respond to public inquiries), instructing technicians/clerical staff regarding filing and distribution of materials, and general administrative tasks (time spent on in-service training, general staff meetings, and other Departmental/civil service functions).

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12