



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: (5514)
Associate Governmental
Program Analyst

Position #:
917-194-5393-001

Salary Range:
\$4,600 - \$5,758

Issue Date:
December 3, 2015

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:
December 16, 2015

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
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-194-5393-001" 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. 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.

Scope of Position:

Under general direction of the Deputy Director, Facilities Standards and Operations (FSO) Division, this position serves as an administrative liaison and program analyst responsible for project management for division programs, data collection and analysis, maintaining the division's minimum standards and other related inspection tools, and ensuring communication between the Deputy Director and Field Representatives. This position works in a team environment and is responsible for working with Field Representatives and Research Program Specialists on division projects, as assigned, ensuring that goals and objectives are being communicated effectively and being met. The incumbent is also responsible for advising the Deputy Director, and Management Team, on administrative and program-related issues, recommendations and proposing, implementing and tracking potential solutions.

The incumbent must exercise the ability to work independently, solve complex problems, and have excellent communication skills. This position will be communicating with both internal and external stakeholders on a regular basis.

Duties and Responsibilities:

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

- **Project Management Analysis** – Responsible for division programs including, but not limited to: Jail and Juvenile Detention Profile Surveys, Regulation Revision process, Camp Funding portion of the Juvenile Probation and Camps Funding (JPCF), Federal Compliance Monitoring, Biennial Inspection Processes and various data collection and analysis projects. Assist in developing policy and procedures for the administration of division programs and updates division staff on the status of such project(s).
- **Program Management Analysis** - In collaboration with an assigned FSO Field Representative(s), this position is responsible for developing procedures for standard revision(s) of Titles 15 and 24 of the California Code of Regulations (CCR). Coordinate the filing of necessary documents with the Office of Administrative Law (OAL) and the preparation of regulatory materials for the BSCC Board, Executive Steering Committee(s), BSCC workgroups and BSCC staff. In collaboration with an assigned Field Representative(s), this position is responsible for developing and maintaining inspection checklists, and related tools, for use in biennial inspections of local detention facilities and technical assistance.

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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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- **Data Collection Analysis** - In collaboration with the FSO Staff Services Analyst (SSA) and Research Unit Staff, develop and maintain tracking systems for local detention facility inspections and information to ensure receipt of all monthly and quarterly data and reports. In cooperation with the SSA, ensure that outside agencies are contacted as needed to collect missing reports or obtain revised data based on Research Unit Staff analysis. Facilitate Compliance Monitoring portion of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) federally funded Title II grant programs. Work with Research Unit staff on database development, management, data collection and analysis of programs. Distribute data to BSCC staff, state agencies, and outside entities as requested within prior approved guidelines provided by the Deputy Director.
- **Administrative Liaison** - Maintain communication with Administration Division to address and resolve issues related to BSCC's disbursement of monies for the Camp Funding portion of the JPCF and consulting services for Federal Compliance Monitoring. Assists the Deputy Director with development of the annual division budget allocation; Analyze financial and budget reports (including FISCAL, CalSTARS, etc.) for accuracy and availability of funds; evaluate and project division expenditures; reports division expenditure trends to the Deputy Director; recommends corrective action, as needed; develop and maintain desk procedures for division administrative procedures. Work with Administrative Division to procure services for FSO through contracts and solicitations, etc.
- **Training** – Prepares training materials and provides training to BSCC staff, consultants, and external stakeholders related to Division programs.
- **Other Duties as Assigned** – Special assignments at the direction of the Deputy Director, including, but not limited to: producing ad-hoc reports; providing analysis of division projects and programs; writing reports related to mandated duties or special assignments as per the Governor's Office or Legislature.