



## 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:** (5667)  
Associate Governmental  
Program Analyst

**Position #:**  
917-193-5393-008

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

**Issue Date:**  
April 7, 2016

**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:**  
April 20, 2016

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 "917-193-5393-008" 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.

In addition to the required State Application (STD 678), applicants must submit a Statement of Qualifications (SOQ) which addresses how their experience and/or knowledge will assist them in succeeding in this position. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the activities of the duties, outlined below, that qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The statement should be typed, no longer than two pages, one inch margins, and no smaller than 11 point font (Times New Roman or Arial). Give specific examples, including your prior roles and responsibilities, as well as outcomes. Applications received without the SOQ will not be considered. The SOQ is in addition to a resume.

**Applications previously submitted for position numbers 917-193-5393-003 and/or 917-193-5393-008, in February 2016 will also be considered, therefore those candidates need not re-apply.**

### Scope of Position:

Under general direction and supervision of the Staff Services Manager I, Corrections Planning and Programs (CPP) Division, the incumbent works independently, performing analytical, budgeting, accounting, and grant administration related functions. The incumbent will be accountable for providing accurate information, data, reports and superior customer service to management, staff and outside agencies, and will initiate or recommend changes or alternatives that result in effective solutions related to budgeting, accounting and administrative issues.

### Duties and Responsibilities:

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

- **Fiscal, Budgets, and Accounting:** Perform routine desk audit reviews of Grantee invoices to verify that expenditures submitted for reimbursement are allowable, reasonable, benefit the grant project, and have been appropriately charged to the correct cost category. The desk audit review focuses on the review of all related transactions and processes ensuring that grant funds are expended in compliance with state and/or federal regulations, as well as the terms and conditions of individual grant agreements.

*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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Develop and update budget projection and planning documents for the Deputy Director and Staff Services Manager, analyze financial and budget status reports for accuracy and fund availability; evaluate and project program expenditures; and resolve budget-related problems such as accounting and/or coding errors, taking corrective action as needed.

Reconcile internal databases to FI\$Cal reports, monthly SCO Tab Runs, and federal reconciliation documents to ensure expenditures are captured under the appropriate State/Federal funding stream.

Update, review, and analyze financial data in the FI\$Cal system ensuring the accuracy and completeness of all budgetary and accounting entries.

- **Grant/Contract Administration:** Oversee and make recommendations for approval of contract and contract amendments, which includes verification of the allocation amount(s) and that accurate and relevant information is provided.

Ensure the timely and accurate processing of invoices, including analysis of claims for eligible and ineligible costs. Review/approve invoices and budget/program modifications before they are forwarded to the appropriate Field Representative to ensure expenditure and coding information is applied to the appropriate State/Federal grant program. Ensure all fiscal-related databases contain current and accurate expenditure information.

Provide budget planning documents to Field Representatives as it relates to their respective program expenditure patterns and surplus/deficit trends. Develop and maintain desk procedures.

- **Data Collection:** Maintain multiple internal and external tracking systems to ensure grant balances and expenditures are posted correctly. Prepare financial data analysis reports for management as needed.
- **Other Budget Related Duties as Required:** Work with outside agencies to resolve budget and accounting related questions and issues. Provide quarterly reconciliations of all open Federal awards to Contracted Fiscal Services to be used for filing the Federal Financial Reports. Train and provide guidance to less experienced staff. Update and develop job related procedures.