



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: (5718)
Associate Governmental
Program Analyst
**Pending HR and Budget
Approval**

Position #:
917-193-5393-xxx

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

Issue Date:
May 17, 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:
May 31, 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-XXX" 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.

Scope of Position:

Under general direction of the Staff Services Manager I, Corrections Planning and Programs Division, this position serves as an administrative and program analyst for federal and state grant funded programs. This position is responsible to gather budget and program data and information, analyze it for accuracy, resolve any discrepancies, prepare, track and meet timelines, and develop reports and recommendations for management. This position works in conjunction with Field Representatives to conduct planning and administrative functions for federal and state programs to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety through cost-effective, promising, and evidence-based strategies.

Duties and Responsibilities:

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

- **Grant Program Planning and Management:** Participate in program planning and development activities, including assist with facilitation of Executive Steering Committee (ESC) membership, meetings, minutes, findings, and recommendations; develop and modify program guidelines. Conduct grant management activities, including prepare federal applications for funding and multi-year program plans; prepare Request for Proposals/Applications and annual reapplications to distribute local assistance dollars; coordinate the receipt, review, and approval of applications; assist with monitoring funded projects for program and fiscal compliance and provide technical assistance (TA) electronically or on

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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site, as needed, to address and resolve any problems; prepare monitoring reports and monitor Corrective Action Plans to ensure deficiencies are corrected.

- **Fiscal and Program Analysis and Reporting:** Review and approve invoices and budget/program modifications; review and approve progress reports; contract requirements; identify any fiscal, programmatic, and administrative issues requiring appropriate action by project directors, agency staff or management, develop recommendations and work with all involved to resolve problems; provide status updated to Field Representatives.
- **Data Collection, Analysis and Reporting:** Prepare training materials and provide training and TA to grantees regarding data collection and reporting; collect and report program data to federal government; develop, receive and review all quarterly and annual reports for funded projects; prepare program annual reports for legislature/governor; assist with development and maintenance of database(s) to track all programs, projects, corresponding funds, program and project outcomes, etc.
- **Other Related Assignments:** Identify potential funding opportunities for consideration by management; prepare legislative analyses; conduct statistical research; analyze program and grant information and data; prepare graphs, charts, tables, etc., to illustrate program and grant activities and trends in programs, services, populations served; prepare and provide training for other analysts, support staff, and community based organizations in agency accounting and invoicing procedures; coordinate activities and communicate effectively with staff within and across the organization and with staff in other state departments; prepare correspondence sent to funded projects, state and federal agencies, counties and cities, and the general public; participate in special projects related to grants management, data collection and reporting, evidence-based practices, and fiscal accountability, as needed.