



## 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) 323-8579.*

**Position:** (6360)  
Staff Services Analyst (General)

**Position #:**  
917-190-5157-XXX

**Salary Range:**  
A \$3,063 - \$3,838  
B \$3,317 - \$4,152  
C \$3,977 - \$4,980

**Issue Date:**  
October 17, 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:**  
October 30, 2017

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:**

STATE CONTROLLER'S OFFICE  
Human Resources  
ATTN: Classification Unit – CN  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-190-5157-XXX. 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.*

Internal BSCC candidates are encouraged to apply, as selection will be limited to internal candidates.

### **Scope of Position:**

Under the general supervision of the Administrative Officer, a Staff Services Manager I, and the lead of the Contracts Analyst, an Associate Governmental Program Analyst, the incumbent performs a variety of complex, technical and analytical procurement and business services assignments of average difficulty for the Board of State and Community Corrections (BSCC).

### **Duties and Responsibilities:**

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

- **Purchasing:** Reviews purchase requisitions for Non-IT goods and services to ensure policy and regulations are met. Compares requests with approved contracts and other sources to ensure accuracy and compliance. Works independently to determine appropriate purchase acquisition method and creates and sends out Requests for Quotes (RFQ), ensuring a legal, ethical, and confidential solicitation process that protects the State's interests. Analyzes all quotes/offers received, while giving preferences to small business vendors and Disabled Veterans Business Enterprises (SB/DVBE). Executes purchase documents in FI\$Cal and awards contracts using STD. 213's (Contracts), 65's (Purchase Order) or P-Card transactions, when applicable, ensuring compliance with all applicable state procurement and contracting laws, regulations and policies. Reconciles P-Card bank statements on a monthly basis. Responds to inquiries from departmental staff and vendors regarding status and/or problems with purchases. Controls correspondence/phone contacts from outside vendors and other State agencies. Works with and provides training to staff in the preparation of documents pertaining to the purchase of equipment, materials and supplies. Maintains all contract and procurement files and ensures that all necessary documentation is included.
- **Maintenance of Purchase Orders:** Responsible for the coordination, development, analysis, and maintenance of purchase orders related to service agreements. Periodically analyzes remaining balance on purchase orders to determine whether or not the encumbrance balance is sufficient for the remainder of the contract term.
- **Vendor Performance Management and Payment:** Determines whether goods/services were received in an appropriate time/manner and are eligible for

*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. 10/17*



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payment; responsible for printing necessary purchase documentation from FI\$Cal and routing to Accounting Staff for payment. Works with vendors to correct issues with services or goods to ensure the terms of the purchase/contract are met upon receipt.

- **Property Control / Asset Management:** Tags all incoming property. Implement and maintain agency property inventory system within FI\$Cal. Assists in the performance of physical inventory, e.g., preparing reports, locating serial and/or property tag numbers. Prepares Survey/Transfer documents for obsolete, damaged, or un-needed items in accordance with State and agency policies. Coordinates disposal of property for the agency.
- **Business Services:** Responsible for managing all BSCC facility issues: main point of contact with property manager and facility vendors; responsible for scheduling facility maintenance and ensuring requests are fulfilled as directed; other facility management work as needed. Contact manager and main point of contact for the following service providers: confidential destruction, handyman/movers, copy maintenance, locksmith vendors, etc. Responsible for agency fleet management, including but not limited to: mileage reporting, maintenance, repairs, issues, etc.
- **Records and Forms Management:** Reviews/prepares/maintains record retention schedules, records transfer lists, and prepares requests to transfer and/or destroy records. Responsible for the retrieval of records from the State Records Center, when requested, and ensures that records are correctly returned. Conducts inventory of records as required. Handles all issues relating to forms management for the agency. This includes working with the Department of General Services (DGS) to create/revise forms as well as creating procedures for the establishment of new forms and amendment to existing forms; tracking new and existing forms; creating and posting new forms on the agency intranet site for use by all programs.
- **Reporting:** Gathers information to prepare and submit various reports to requesting agencies relating to agency purchasing, such as the State Agency Buy Recycled Campaign (SABRC) and the Waste Management Annual Report.
- **Other Duties as Required:** Maintains current professional and technical knowledge by attending, and actively participating in training, seminars, and meetings. With assistance from the Contract Analyst (lead), analyze current, new and updated policies received via DGS Procurement Bulletins, Executive Orders, Administrative Orders, or other policy memos to determine impact to internal procurement practices and processes, and analyze current processes and procedures in order to make recommendations to BSCC management for improved efficiencies.