



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: (6362)
Associate Governmental
Program Analyst
12 Months Limited Term

Position #:
917-193-5393-002

Salary Range:
\$4,784 - \$5,988

Issue Date:
October 19, 2017

Contact:
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Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
November 1, 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 917-193-5393-002. 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.

Position may be extended up to 24 months or become permanent at a later date.

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) and resume, applicants must submit a Statement of Qualifications (SOQ) which is a narrative discussion that should provide the reviewers with sufficient details and examples to demonstrate the candidate's ability to serve as an Associate Governmental Program Analyst in the Corrections Planning and Grant Programs division. The candidate will be rated on the content of their SOQ as well as their ability to present information clearly and concisely, in writing.

The SOQ should be typed, no more than two pages in length with one inch margins, Arial 12-point font and must address the following three questions in a narrative format:

- 1. After reviewing the duties outlined below, can you describe how your education, experience, training, knowledge, skills and abilities qualify you for this position?**
- 2. What is your experience with managing multiple assignments and ensuring each assignment is completed on time? What methods do you employ to ensure management is apprised on the latest status?**
- 3. Effective writing skills and logical organization are integral for this position. What are the key factors to ensure written assignments are grammatically correct and organized logically? What is your experience with organizing written information in a logical and clear format?**

Note: A Resume or Cover Letter does not substitute for the SOQ. Applications received without an SOQ will not receive further consideration and will be excluded from the hiring process.

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,

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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, assisting with facilitation of Executive Steering Committee (ESC) memberships, meeting 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 re-applications 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 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.