



## 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:** (6452)  
Associate Governmental Program  
Analyst – **2 Positions**

**Position #:**  
917-193-5393-001  
917-193-5393-007

**Salary Range:**  
\$4784 - \$5988

**Issue Date:**  
February 5, 2018

**Contact:**  
Elizabeth Stevenson-White  
(916) 341-6891  
Elizabeth.Stevenson-White@bscc.ca.gov

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

**Final Filing Date:**  
February 16, 2018

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 917-193-5393-001/007. 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.

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 Staff Services Manager I, Corrections Planning and Grant 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 assisting with facilitation of Executive Steering Committee (ESC) membership, meetings, minutes, findings, and recommendations; develop and modify program guidelines. Conduct grant management activities, including preparing 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;

*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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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.