



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: (6693)
Associate Budget Analyst

Position #:
917-190-5284-XXX

Salary Range:
\$4975 - \$6228

Issue Date:
August 9, 2018

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

Final Filing Date:
Until Filled

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 917-190-5284-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.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your State Application (STD 678), to be considered. Applications received without a SOQs will not be considered.

The SOQ addresses how the Candidate's 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 directly relate to 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. The statement should be typed, no longer than one page, one-inch margins, and no smaller than 11 point font (Times New Roman or Arial).

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 the direction of the Chief Fiscal Officer, a Staff Services Manager II, the Associate Budget Analyst (ABA), is responsible for the Board of State and Community Corrections (BSCC) Budget and FI\$Cal operations. As the ABA, the incumbent is accountable for providing accurate information, data, reports and superior customer service to management, staff and external agencies. The incumbent will recommend changes or alternatives that result in effective solutions to any financial issue that may arise.

Duties and Responsibilities:

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

- Responsible for the preparation and review of the BSCC's baseline budget and budget revisions. Enters budget-development information into FI\$Cal (Hyperion). Prepares and reviews all required annual budget projection and planning documents for the BSCC, including the budget galley, supplemental schedules displayed in the Governor's Budget, including, but not limited to, Schedule 7a, Salary and Wages Supplement. Completes complex budget drills, Fund Condition Statements, and Budget Revisions.
- Prepares and reviews complex Budget Change Proposals (BCPs) and Finance Letters. Collaborates with division staff to ensure BCPs are clear, concise, and well-written. Coordinates BSCC's communications with the Department of

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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Finance (DOF) and division staff to implement revisions as necessary.

- Tracks Legislative Analyst's Office Supplemental Language reporting requirements, questions and responses. Prepares ad-hoc financial reports as requested; develops and maintains desk procedures; assists with the development of the BSCC's budget policy and procedures; develops responses to control agency requests.
- Monitors and maintains the BSCC's operating budget. Develops complex budgets for each division and loads operating budgets into FI\$Cal. Runs FI\$Cal financial reports to forecast expenditures; adjusts budgets throughout the fiscal year based on updated projections. Consults with division staff regarding all aspects of monitoring their expenditures by program, category of expenditure, and fund source. Evaluates expenditures and projections for accuracy and consistency against encumbrances and prior-year expenditures. Monitors and reconciles Budget Act appropriations to budget expenditure levels to ensure proper financial controls are in place.
- Serves as one of the BSCC's FI\$Cal system administrators and designated Super-Users; provides on-site instruction, guidance, assistance and technical expertise to all staff regarding the FI\$Cal system; maintains the BSCC's Chart of Accounts (COA); updates the COA to account for new programs or changes to current programs; load the agency operating budget.
- Prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's budget and FI\$Cal policy, procedures and practices.
- **Other duties as required:** Responsible for various other finance related analytical tasks associated with supporting the BSCC's budget and FI\$Cal activities.