



## 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:** (6793)  
Associate Governmental  
Program Analyst

**Position #:**  
917-197-5393-002

**Salary Range:**  
\$4,975 - \$6,228

**Issue Date:**  
October 11, 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:**  
November 2, 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 917-197-5393-002. 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.*

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.

**If you applied previously you do not need to re-apply as your application will be considered.**

### **Scope of Position:**

Under the direction of the Staff Services Manager I, County Facilities Construction (CFC) Division, the Associate Governmental Program Analyst (AGPA) acts as a divisional resource for financial management of Lease Revenue Bond (LRB) funded projects that presently include, but are not limited to: the Adult Local Criminal Justice Programs under Senate Bills (SB) 1022, SB 863, and SB 844. The incumbent will be accountable for providing accurate information, data, and reports in addition to prompt, professional customer service to management, staff and all other partners.

### **Duties and Responsibilities:**

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

- Incumbent develops, in coordination with Field Representatives, Capital Outlay and LRB financing documentation, which may include expenditures, appropriations, cash flow requirements, bond fund status, projections, comparative analyses, State Public Works Board (SPWB) agenda items and requests, etc. Activities necessary to accomplish these tasks include, but are not limited to, initiation of Department of Finance (DOF) and SPWB action, implementing preliminary plan cost management proceedings, developing project descriptions and cash flows, participating in proceed to bid responsibilities, performing project invoice payments, final closeout processes including audits of completed expenditures, and attending DOF and SPWB meetings when necessary.
- Monitors and interprets, on a routine basis, a series of financial reports. Duties include: analyzing for/and preparing charts or graphs on trends, variances, and status to management as necessary. Incumbent will be called upon to provide such information for executive briefings, as well as in memo narrative report form for standard distribution. Incumbent will monitor and report on the fiscal status and expenditures of assigned projects, maintain expenditure control in coordination with PMIB loans and SPWB action items. Perform project invoice payment, final closeout processes, audit of completed expenditures, and invoices, and notifies Field Representatives and county if issues arise. Submission of PMIB loan request documents, provides information for bond sales to DOF as requested and maintains

*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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cash flow projections for each assigned project. Attend PMIB and PMIA meetings when necessary.

- Incumbent prepares reports, presentations, memo's to file, status updates for works in progress, assists in the preparation of project agreements, coordinates responses to public inquiries and other state agencies regarding assigned projects.
- Other related duties include; developing and updating policy and procedure manuals, programmatic tasks, researching, reviewing and analyzing legislation and budgetary control language impacting the facility construction funding instructing technicians/clerical staff regarding filing and distribution of materials, and general administrative tasks. Minimal travel may be required.