



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: (1328)

Associate Governmental Program
Analyst/Staff Services Analyst

Position #:

917-101-5393-916
917-101-5157-916

Salary Range:

\$5,581 - \$6,907
\$3,534 - \$5,744

Issue Date:

January 20, 2023

Final Filing Date:

February 3, 2023

Contact:

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BSCCHR@BSCC.CA.GOV
916-341-6891

Location:

Board of State and Community
Corrections
2590 Venture Oaks, Suite 200
Sacramento, CA 95833

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 917-101-5393-916. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

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.

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.

A resume and Statement of Qualifications (SOQ) are REQUIRED and must be submitted with your application to be considered. Applications received without resume and SOQs will not be considered.

SOQs should provide clear and concise information regarding experience, education and training relevant to the duties of this position. SOQs must be typewritten, no longer than 1 page in length, Arial Font, with no smaller than 12 point, single spaced with 1 inch margins. SOQs must include your name and classification listed in the left hand header. SOQs must address the following:

- Tell us about your analytical experience. Describe the steps you take to research an issue, present relevant data, and develop recommendations. Please be sure to include the analytical tools you are most comfortable using.

Scope of Position:

Under general direction of the Research Data Manager, the Associate Governmental Program Analyst will maintain the ability to work with various levels of staff and management, multitask and prioritize, pay attention to details, and complete accurate work. Must develop general understanding of grant processes. Develop proficiency with SmartSheet and have strong proficiency with Microsoft Office and Teams Applications (e.g., Word/Docs, Excel/Sheets, Visio, PowerPoint, OneNote, Publisher/Sites, Access/Forms, Outlook/Gmail/Calendars, Power BI, etc.).

Duties and Responsibilities:

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

DUTIES WILL BE COMMENSURATE WITH LEVEL HIRED

- With minimal supervision and on-the-job mentoring, maintain contact with data reporters and collect incoming information related to assigned grants. Track, log prescreen reports and data; identify and report any fiscal, programmatic, and administrative issues, provide regular status updates to lead staff. Reviews Quarterly Progress Reports, annual reporting, and communicates directly with data and report submitters. The incumbent will ensure that all procedures

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021



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conform with grant policies, requirements, and current protocols. Communicates with other research personnel on all grant information.

- With minimal supervision and on-the-job training, track data and information related to various grants. Assist in development of progress report and other grant specific templates; provide recommendations to management for the assigned grant/s. Prepare draft written materials/documents to present information and analyze policy related to assigned grants. Formulate procedures, policy recommendations, and program updates; make recommendations on administrative and program-related problems. Incumbent will ensure that data and information is stored appropriately and provide files including documentation for release to respond to questions from requestors such as Directors, the Governor's Office, state stakeholders, program staff, other state departments and agencies, the Legislature, County stakeholders, and the public.
- The incumbent will independently ensure documents and updates are published to the website and will handle comment/chat section of webinars and trainings for associated grants. Post rater training Executive Steering Committee participant surveys, gather good data and develop perspective on collaboration on factors and criteria for research driven projects.. Coordinates Executive Steering Committee and rater training support 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 public; Create policy and procedure documents, update training templates, blind the samples for training projects, and forward completed documents for review. Bring back to us for review. Participate in special projects related to grants management, data collection and reporting, training, evidence-based practices, and fiscal accountability, as needed.

Desirable Qualifications:

- Proficient in Excel and Outlook
- Strong Customer Service Skills
- Previous work with grants and report data