



## 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: (1649)**

Associate Governmental  
Program Analyst

**Position #:**

917-197-5393-001

**Salary Range:**

\$5,5518 - \$6,907

**Issue Date:**

August 29, 2023

**Final Filing Date:**

September 12, 2023

**Contact:**

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[BSCCHR@BSCC.CA.GOV](mailto:BSCCHR@BSCC.CA.GOV)  
916-341-6891

**Location:**

Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 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 917-197-5393-001. 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.*

*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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

**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 Bill (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

*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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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 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, research, 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.

### **Desirable Qualifications:**

1. Strong analytical, organizational, and customer service skills.
2. Ability to perform well under pressure on time-sensitive and high priority projects, while still meeting deadlines.
3. Ability to handle multiple assignments and changing priorities, while maintaining attention to detail.
4. Ability to work independently and in a team environment.