



## 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:** (473)  
Information Technology Associate

**Position #:**  
917-190-1401-916

**Salary Range:**  
Range A \$4214 - \$5647  
Range B \$4632 - \$6208  
Range C \$5064 - \$6787  
Range D \$5569 - \$7463

**Issue Date:**  
March 23, 2021

**Final Filing Date:**  
April 6, 2021

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

**Location:**  
2590 Venture Oaks Way  
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 917-190-1401-916. 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.*

*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 the general supervision of the Chief Information Officer (CIO), an Information Technology Supervisor II, the Information Technology Associate functions in the domains of Software Engineering and Business Technology Management. The Information Technology Associate will serve as the Web Services Front-End Developer for the Board of State and Community Corrections. The primary responsibility of the Web Services developer will be the creation, management, and maintenance of front-end web interfaces for BSCC's numerous data collection web applications. Additional duties will include the design, development, testing, implementation, and ongoing support of enhancements to all those systems and any new development efforts. The IT Associate also supports the BSCC by working with the BSCC business team in the creation and design of web applications, web content and workflows.

### **Duties and Responsibilities:**

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

- **Front-End Web Development** – Work collaboratively with programming staff to architect, design, develop and code front-end web interfaces for the BSCC's data collection and web-applications. Use industry standards such as HTML, CSS, .NET, C#, and JavaScript in the development of web interfaces with cross-platform compatibility and usability. Modify existing data collection interfaces as necessary to meet changing business requirements. Incorporate coding and validation mechanisms and processes in front-end web interfaces to ensure data integrity and validity. Develop and enhance technical solutions to meet changing business needs. Ensure all developed web content and formatting are compliant with the Americans with Disabilities Act (ADA) section 508 and WCAG 2.0 requirements.
- **Website Content Development** – Develop web layout design and content for BSCC's public facing web and intranet site using industry standard web development standards and technologies. Employ industry best practices 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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State and Department policies and directives throughout the website development process. Create online surveys and customer contact forms. Create custom workflows within the BSCC intranet to streamline and improve business processes. Assist in posting content to web and intranet site as required.

- **Business Analysis** – The incumbent will be involved in the elicitation and gathering of business requirements for new application development as well as system enhancements. Ensure business needs and application requirements are clearly identified and understood. Document the results of all requirements gathering sessions. The incumbent will prepare technical specifications to meet the business needs of the Board and ensure the organization's customers, stakeholders and business priorities are met while also meeting Federal and State mandated legislation and requirements.
- **Research** – The incumbent keeps current with industry trends, new technologies and industry practices by independently reviewing technical literature, having technical discussions with colleagues, and performing independent research.
- **Other Duties** – The incumbent may perform additional IT tasks such as assisting IT staff in the maintenance, patching, and updating of Server Software. The Front-end Web developer may be required to install, configure, or modify web-related software and content management systems. Additionally, the position may be assigned duties of assisting the IT unit in completing general IT related tasks during system wide upgrades and rollouts.

### **Desirable Qualifications:**

- Knowledge in .Net and/or C# web application development
- Experience in converting non-ADA-compliant web material (documents, websites, etc.) into state levels of ADA compliance.
- Experience developing in Microsoft SharePoint via Office 365
- Familiarity with managing and updating Linux-based web server
- Ability to properly manage multiple requests based on importance