



## 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:** (490)  
Associate Management Auditor

**Position #:**  
917-193-4159-916

**Salary Range:**  
\$5676 - \$7463

**Issue Date:**  
April 9, 2021

**Final Filing Date:**  
April 22, 2021

**Contact:**  
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[Elizabeth.Stevenson-White@bscc.ca.gov](mailto:Elizabeth.Stevenson-White@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 917-193-4159-916. 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.

Statement of Qualifications (SOQ) Form in addition to your Examination/Employment Application Std 678. Cover letters and resumes do not take the place of the SOQ.

The SOQ serves as documentation of your ability to present information clearly and concisely in writing. It will be evaluated based on the content and written communication skills demonstrated in each of your answers. Each question must be addressed one at a time and must be typed. The SOQ should not exceed 2 pages.

The questions to be addressed are the following:

1. This position requires the successful applicant to be self-starting, able to prioritize tasks, to communicate effectively, and able to show initiative. Please provide some examples where you have worked within a team environment and demonstrated these abilities.
2. Describe your experience working on a project or assignment involving gathering information, and/or reporting data/statistics including the final outcome to management.
3. Describe a recent work problem you encountered. How did you analyze the situation and come to a decision?

### **Scope of Position:**

Under general direction of the Deputy Director, Corrections Planning and Grants Programs (CPGP) Division, this position assists with the oversight of the audit program for the Board of State and Community Corrections which includes the oversight of processes, procedures, and policies. This position is also responsible for providing assistance in the management of the BSCCs audit activities and with the internal audit and control coordination for federal and state funded grant programs.

This position has responsibility for audit, financial, procedural and management duties pertaining to evaluations of CPGP grant administration and operations and assists with BSCC's external audit coordination. This position works in conjunction with the CPGP Senior Management Auditor, CPGP Field Representatives, CPGP Staff Services Managers Is and II, and other BSCC staff to ensure effective and efficient grant

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administration. Some travel is required.

### **Duties and Responsibilities:**

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

- **CPGP Audit Responsibilities:** Assists with the planning, developing, and completion of CPGP's administration of all grant programs with a focus on the accounting systems and fiscal oversight procedures and assists with the development of reports for the Deputy Director that include determinations and decisions. Evaluations are to encompass the requirements of the Legislature, State Controller, State Treasurer, Department of Finance, CPGP Guidelines and Procedures, and applicable Federal mandates and conditions. Assists with compliance monitoring of CPGP grantees. Assists with the development and maintenance of management reports documenting the evaluations and outcomes. Assists the Senior Management Auditor in advising the Deputy Director and BSCC Management Team of issues related to internal controls, generally accepted accounting principles, and compliance with laws, regulation, policies and procedures. Ensure quality control of reports and assists the review of audit reports. Work collaboratively with CPGP staff in process improvement strategies. Assist with the development and update of policies and procedures. Assist with written reports to the Deputy Director and BSCC Management Team.
- **Grant Applications, Awards, and Mandates:** Assists with the review of conditions and requirements of all CPGP grants. Assists with the development, maintenance and implementation of procedures to monitor ongoing compliance. Assists in the development of management reports to the Deputy Director.
- **External Audit Assistance:** Assists with all CPGP audits, assists with the development of audit responses and corrective action plans. Confer with federal and state agencies including the Bureau of Justice Assistance, the Office of Juvenile Justice and Delinquency Prevention, the California State Controller's Office, and the California Department of Finance.
- **Grant Guide Updates:** Work collaboratively with CPGP staff, other BSCC staff, and outside staff as needed to review, revise, and update the BSCC Grant Administration Guide.
- **Other Related Assignments:** Prepare and provide training for CPGP staff and participate in special projects related to grants management and fiscal accountability as needed.

### **Desirable Qualifications:**

- Knowledge of generally accepted auditing standards.
- Ability to make investigations of accounting and financial organization procedures and problems.
- Ability to interpret and apply various State and Federal laws, rules, regulations, and guidelines pertaining to grants management.
- Ability to communicate effectively.
- Ability to plan, organize, and coordinate projects and work well both in a team and alone.

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