



## 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:** (497)

Associate Governmental Program Analyst

**Position #:**

917-193-5393-916

**Salary Range:**

\$5149 - \$6446

**Issue Date:**

April 12, 2021

**Final Filing Date:**

April 26, 2021

**Contact:**

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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 917-193-5393-916. 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.*

*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.

To be considered for the position you must complete and submit a 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 in 12pt Arial font with 1" margins. The SOQ should not exceed 2 pages.

Please address the following:

1. Based on the duty statement, describe how your education, experience, and training qualifies you for this position.
2. Please describe a task or project that you were responsible for that best demonstrates your ability to analyze information, as well as effectively communicate the results.
3. How would you define what customer service means to you?
4. Describe a long-term project and/or work assignment that you managed. How did you keep all key elements moving forward in a timely manner?

**Scope of Position:**

Under general direction of the Staff Services Manager I, Corrections Planning and Grant Programs Division, this position serves as an administrative and program analyst for federal and state grant funded programs. With assignment of the high profile grants that are the most complex and highest volume grants, this position is responsible to gather budget and program data and information, analyze it for accuracy, resolve any discrepancies, prepare, track and meet timelines, and develop reports and recommendations for management. This position works in conjunction with Field Representatives to conduct planning and administrative functions for federal and state programs to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety through cost-effective, promising, and evidence-based strategies. AGPAs are assigned the most complex and highest volume grants. These grants work on the most high profile grants and grants

*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*



with the most number of grantees.

**Duties and Responsibilities:**

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

- **Fiscal and Program Analysis and Reporting:**

Review and prepare for approval invoices and budget/program modifications; complete desk reviews/analysis of grantee source documentation to ensure appropriate expenditures, assist with office-based monitoring of funded projects for program and fiscal compliance, access, transact in, and pull reports from FI\$Cal, analyze financial and budget status reports for accuracy and availability of funds; advise and make recommendations to management to resolve any problems; evaluate expenditures and prepare budget projections and planning documents; Maintain divisional Vendor Data Records (STD 204) collection and updates. Assist in preparation and submittal of quarterly Federal Fiscal Report; provide clarifying technical assistance to grantees as needed to address routine procedural questions, assist and support field representatives in their tracking of grantee monitoring and follow up activities. Monitor grant agreement requirements; identify and report any fiscal, programmatic, and administrative issues, provide regular status updates to Field Representatives.

- **Data Collection, Analysis and Reporting:**

Develop and maintain tracking logs for program and grant activity; Assist in development of progress report and other grant specific templates; Analyze progress reports and provide recommendations to management and field representatives, prepare training materials and provide training to grantees regarding data collection and reporting; collect and report out on program data; prepare draft program annual reports for legislature/governor; assist with development and maintenance of database(s) to track all programs, projects, corresponding funds, program and project outcomes. AGPA's are assigned the most complex and highest volume grants and SSAs are assigned the least complex and lowest volume grants.

- **Grant Program Development:**

Participate in grant planning and development activities, including assistance to field representatives with the formation and maintenance of Executive Steering Committee (ESC) membership, attend meetings and prepare minutes, assist field representatives in their preparation of federal applications for funding, Request for Proposals/Applications and annual reapplications; assist in the development of grant applications, awards and contracts; analyze, review and coordinate the approval and distribution process. Provide grant project lead staff with recommendations on grant agreement/contract approval and funding, redirections, amendments, and verification of grant allocation amounts; coordinate the receipt of proposals, assist in technical reviews and coordination with research staff.

- **Other Related Assignments:**

Maintain grant files, draft proposed and modified internal guidelines; analyze program and grant information and data; prepare graphs, charts, tables, etc., to illustrate program and grant activities and trends; coordinate 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;



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participate in special projects related to grants management, data collection and reporting, evidence-based practices, and fiscal accountability, as needed.

### **Desirable Qualifications:**

- Ability to present ideas and information effectively
- Ability to work independently and cooperatively with other staff and unit
- Ability to meet deadlines and follow instructions
- Must be able to use tact and good judgement in dealing with people
- Ability to manage multiple assignments, while maintaining attention to detail
- Knowledge of good customer service techniques while effectively working under pressure and effectively dealing with change