



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: (7032)
Associate Governmental
Program Analyst
(3 POSITIONS)

Position #:
917-193-5393-813
917-192-5393-806
917-192-5393-XXX

Salary Range:
\$4,975 - \$6,228

Issue Date:
May 21, 2019

Contact:
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Elizabeth.Stevenson-
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Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
June 4, 2019

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-XXX. Incomplete application packages will be rejected.

The Board of State and Community Corrections (BSCC) is an independent statutory agency that provides leadership to the adult and juvenile criminal justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues. For more information, visit the BSCC website at www.bscc.ca.gov.

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.

Live Scan - Candidates new to the BSCC are required to submit a criminal history review process utilizing Live Scan fingerprinting.

SPECIAL REQUIREMENTS:

You must submit a Statement of Qualifications (SOQ) Form with your application to be considered for this position. Click this [SOQ Form](#) SOQ instructions. Your SOQ must be submitted on this form. Applications received without this document will not be considered for appointment.

SCOPE OF POSITION:

The Corrections Planning and Grant Programs (CPGP) Division develops, administers and evaluates state and federally funded grant programs. As part of Board of State and Community Corrections' (BSCC) responsibilities, the CPGP serves as a resource for evidence-based, effective and promising programs, practices, and strategies and provides technical assistance, consultation, and training to state and local justice system policy makers. The CPGP division works closely with federal, state and local government agencies, as well as the private sector and nonprofit service providers, to foster collaborative approaches to address crime and delinquency.

Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs a full range of journey level work serving as a grant program analyst for federal and state grant funded programs. The AGPA works in conjunction with Field Representatives to conduct planning and administrative functions to improve the effectiveness of state and local correctional systems, reduce program costs, maximize resources, and enhance public safety.

DUTIES AND RESPONSIBILITIES:

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

Some of the required duties include:

- Gather, analyze and reconcile fiscal and program data.
- Process monthly and quarterly invoices received from grantees in a timely manner within the established policies and procedures.
- Review and analyze source documentation from grantees to ensure

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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 10/17



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expenditures are appropriate for grant program requirements.

- Complete and submit required financial and programmatic reports in a correct and timely manner.
- Provide technical assistance to grantees on matters such as grant agreements, processes, data collection, budgets, invoicing, program requirements and reporting.
- Preparing, tracking and meeting timelines, and developing reports and recommendations for management.

For the complete Duty Statement, click [here](#).