



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: (7294)

Associate Governmental Program Analyst

Position #:

917-193-5393-814

Salary Range:

\$5149 - \$6446

Issue Date:

January 16, 2020

Contact:

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Location:

Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:

January 31, 2020

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 917-193-5393-814. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

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.

A RESUMÉ and STATEMENT OF QUALIFICATIONS (SOQ) are REQUIRED and must be submitted with your State Application (STD 678) to be considered. An Application received without a RESUMÉ and SOQ will not be considered.

The SOQ should provide clear and concise information regarding your skills, experience, education, and training relevant to the duties of this position. Responses must be typed, single spaced, Arial 11 pt. font, and kept to 2 pages in length total. Please insert your name in the right corner and number your responses to match the items below:

1. After reviewing the duty statement, describe in detail how your knowledge, skills, abilities, and competencies have prepared you for this position. Include specific examples that show how your qualifications match the essential functions and roles listed in the duty statement.
2. Describe your experience working on a project or assignment involving gathering information and/or reporting data/statistics; include any experience working with Excel to compile, create, and/or analyze the data. Also provide the final outcome and/or recommendation to management.
3. Provide specific examples of your ability to manage multiple projects or assignments while also being aware of changing priorities and timelines; include any organization and time management skills you utilized.
4. Describe a recent work problem you encountered that required you to use communication and problem-solving skills. Explain the situation, the steps you took, and the final resolution to the situation.

Scope of Position:

Under general direction and supervision of the Staff Services Manager I, Corrections Planning and Grant Programs (CPGP) Division, the incumbent works independently, performing analytical, budgeting, accounting, and grant administration related functions. The incumbent will be accountable for providing accurate information, data, reports and superior customer service to management, staff and outside agencies, and will initiate or recommend changes or alternatives that result in effective solutions related to budgeting, accounting and administrative issues.

Duties and Responsibilities:

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

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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- **Fiscal, Budgets, and Accounting:** Develop and update budget projection and planning documents for the Deputy Director and Staff Services Manager, analyze financial and budget status reports for accuracy and fund availability; evaluate and project program expenditures; and resolve budget-related problems such as accounting and/or coding errors, taking corrective action as needed.

Reconcile internal databases to FI\$Cal reports, monthly SCO Tab Runs, and federal reconciliation documents to ensure expenditures are captured under the appropriate State/Federal funding stream.

Update, review, and analyze financial data in the FI\$Cal system ensuring the accuracy and completeness of all budgetary and accounting entries.

- **Grant/Contract Administration:** Oversee and make recommendations for approval of contracts and contract amendments, which includes verification of the allocation amount(s) and that accurate and relevant information is provided.

Ensure the timely and accurate processing of invoices, including analysis of claims for eligible and ineligible costs. Review/approve invoices and budget/program modifications before they are forwarded to the appropriate Field Representative to ensure expenditure and coding information is applied to the appropriate State/Federal grant program. Ensure all fiscal-related databases contain current and accurate expenditure information.

Provide budget planning documents to Field Representatives as it relates to their respective program expenditure patterns and surplus/deficit trends. Develop and maintain desk procedures.

- **Data Collection:** Maintain multiple internal and external tracking systems to ensure grant balances and expenditures are posted correctly. Prepare financial data analysis reports for management as needed.
- **Other Budget Related Duties as Required:** Work with outside agencies to resolve budget and accounting related questions and issues. Provide quarterly reconciliations of all open Federal awards to BSCC Accounting Staff to be used for filing the Federal Financial Reports. Train and provide guidance to less experienced staff. Update and develop job related procedures.