



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: (868)
Associate Governmental
Program Analyst

Position #:
917-191-5393-804

Salary Range:
\$5,383 - \$6,739

Issue Date:
January 14, 2022

Final Filing Date:
January 28, 2022

Contact:
Stefanie Reyes
(916) 827-6734
Stefanie.Reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 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 – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-191-5393-804. 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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

Scope of Position:

Under the direction of the Staff Services Manager I, Standards and Training for Corrections Division (STC), the position serves as an administrative and program analyst. This position consistently exercises a high degree of initiative and independence performing a variety of analytical tasks in support of the STC program. This position is responsible for fiscal and program systems, policy and procedure analysis, data collection, compliance monitoring, and other related STC support. This position works closely with the Staff Services Manager I, Field Representatives, and other division staff.

Duties and Responsibilities:

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

- **Fiscal and Program Systems:** Maintain, support, and evaluate the statewide electronic Annual Training Plan and Learning Management Systems; ensure that records are adequate and that the system is working appropriately; troubleshoot and correct user issues; refer and follow up on the resolution of issues that require a vendor fix; ensure that the system is aligned with statewide training policies, procedures and regulations; identify the need for system modifications; make recommendations on system changes and improvements; troubleshoot with internal and external clients on the system issues; and maintain the LMS and ATP systems to ensure they display accurate information and operate effectively; and, serve as the agency liaison with the system vendor or internal IT.
- **Policy and Division Support:** Update procedural manuals, reports, job aids, new employee handbook, divisional record retention schedules and other reference materials in support of the STC program with a high level of initiative and independence; work with program experts to make appropriate policy

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



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.

changes; monitor the STC website to ensure that only current and appropriate information is posted; prepare and submit web site changes to the IT unit; review, and prepare for approval STC staff travel expense claims.

- **Fiscal Analysis:** Initiate and coordinate annual contract renewal with vendors, including receive, process and track monthly invoices from vendors; analyze financial and budget reports for accuracy and availability of funds; evaluate expenditures and prepare budget projections; analyze year end contracts to disencumber appropriate unspent funds back into the budget.
- **Data Collection and Analysis:** Serve as a member of division teams as necessary; prepare and distribute materials for internal and external project meetings; participate in the design and facilitation process for meetings; attend workgroup and Executive Steering Committee (ESC) meetings to provide program support and expertise; provide on-site support at meetings; record and document outcomes from meetings for further presentation; review and process the travel expense claims of all workgroup and ESC members. work independently to create and maintain project records and files; analyze subject matter expert recommendations and determine if the recommendations fall within the scope of authority and purpose of the STC program.
- **Compliance and Other Related Assignments:** Assist the Staff Services Manager I with annual compliance reviews of sheriff's offices, probation departments and police departments; create and send annual review notification letter to the agencies; review and analyze compliance files for accuracy and completeness; maintain status reports of compliance to be used in the Deputy Director's board report; send final compliance letters to all agencies and file compliance folders; maintain all agency compliance files and electronic 10 year files; track and maintain the submission of program records including agencies that are enrolling or dropping from the STC program, compliance history, and special requests; review and respond to agency requests to use funds for training equipment and training exceptions to the Manager Administrator Core Course; and review, assign and process all new training provider applications; provide technical assistance to training providers, agencies and others who have questions about the STC course certification process. Participate in special projects related to standards development, regulation revision, and data collection and reporting, as needed.
- Perform special assignments and analytical research as directed by the Staff Services Manager I.

Desirable Qualifications:

1. Ability to meet deadlines and follow instructions.
2. Ability to manage multiple assignments, while maintaining attention to detail.
3. Demonstrates professionalism in contacting and maintaining relationships with internal and external partners.
4. Proficiency in the use of Microsoft Excel, Word, Outlook, and Teams.
5. Must demonstrate initiative, resourcefulness, and good judgment.

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