



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: (869)
Associate Governmental
Program Analyst

Position #:
917-194-5393-013

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

Issue Date:
January 14, 2022

Final Filing Date:
January 28, 2022

Contact:
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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 917-194-5393-013. 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 (SSMI), Facilities Standards and Operations (FSO) Division, the Associate Governmental Program Analyst (AGPA) acts independently as an administrative liaison and program analyst responsible for project management, data collection and analysis, and ensuring communication and information sharing between division staff. This position works in a team environment and is responsible for collaborating with FSO Field Representatives, County Facilities Construction (CFC) division and Research Unit staff on division projects, as assigned, ensuring that goals are communicated effectively, and objectives are met. The incumbent is also responsible for advising the SSMI and Staff Services Manager II on administrative and program-related issues, recommendations and proposing, implementing, and tracking potential solutions.

Duties and Responsibilities:

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

- **Project Management and Analysis** – Collaborate with FSO Field Representatives, CFC division and Research Unit staff on the management of division projects including, but not limited to: Jail and Juvenile Detention Profile Surveys, Juvenile Probation and Camps Funding (JPCF), Title 24 local detention facility plan review processes and status, and various data collection and analysis projects. Develops policy and procedures for the administration of division projects, develops training and technical assistance plans, and updates division staff on the status of such project(s).
- **Data Collection and Analysis** – In collaboration with FSO Plan Review staff, CFC and Research Unit staff, develop and maintain databases and tracking systems for division projects, programs, local detention facility plan review, facility status, and

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inspection information. Manage, collect, and analyze data ensuring receipt of all monthly and annual data and reports. Responsible for initiating contact with reporting agencies to obtain missing or revised data. Publish and distribute data on the BSCC website, to BSCC staff, state agencies, and outside entities on a quarterly basis and as requested, within previously approved guidelines provided by the SSMI or Deputy Director.

- **Facility Plan Review** - Coordinate with FSO Plan Review and CFC division staff, provides monthly Plan Review updates, data entry, tracking and maintenance of plan review project information, provides regular updates to Deputy Director, FSO Field Representatives, and SSMI as necessary. Assists Plan Review staff in coordination of plan and document receipt and recycling.
- **Administrative Liaison** – Maintain communication with other state agencies to address and resolve issues related to BSCC's disbursement of monies for the Camp Funding portion of the JPCF.
- **Fiscal and Procurement** – In collaboration with other FSO Analysts, prepare and ensure the accuracy of required budget and planning documents for the division, including annual and biannual budget projections, fund availability analysis and evaluation. Provide expenditure trend and fund availability reports to the Deputy Director, recommending corrective action, as needed. Develop and maintain desk procedures for division fiscal and procurement procedures.
- **Other Duties as Assigned** – Special assignments at the direction of the SSMI, including, but not limited to acting as backup to other division staff on various assignments as necessary; producing ad-hoc reports; maintaining historical program documents; providing analysis of division projects and programs; writing reports related to mandated duties or special assignments as directed by the Governor's Office or Legislature.

Desirable Qualifications:

1. Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders.
2. Ability to consistently exercise a high degree of initiative, independence, and sound judgment.
3. Ability to analyze situations and adopt practical courses of actions and/or processes.
4. Excellent computer skills using Microsoft Excel, Word, Outlook, Teams, and Zoom.
5. Excellent written and verbal communication skills.
6. Dependable, punctual, with an excellent attendance record.