



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: (871)
Associate Governmental
Program Analyst

Position #:
917-194-5393-825
917-194-5393-826
(2 positions)

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 917-194-5393-825 / 917-194-5393-826. 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 Division (FSO), the Associate Governmental Program Analyst (AGPA) serves as an administrative and program analyst for the inspection of local adult and juvenile detention facilities. The position is responsible for gathering, analyzing, and maintaining facility inspection data and information; managing and maintaining various data systems, inspection tools and materials; participating in high-level research, processes and analysis; and, reporting regularly on the status of facility inspections, noncompliance, and data trends. The AGPA works independently and as a team member, responsible for review and editing of inspection reports, data entry, tracking, analysis, reporting, and management of various inspection-related functions, inspection data information support, gathering data, preparing correspondence, technical assistance, training, and customer service to management, staff, outside agencies, and the public. The incumbent must exercise a high degree of initiative, independence and provide alternatives/recommendations that may result in effective solutions related to administrative, and programmatic issues.

Duties and Responsibilities:

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

- **Facility Inspection Data Collection and Reporting** - In collaboration with Field Representative staff; review and prepare correspondence, inspection reports, training materials and other miscellaneous informational documents. Data entry of inspection-related information, scanning and electronic filing of various documents and reports, maintenance and tracking of primary facility lists. Continuous monitoring, analysis and verification of noncompliance and suspended standards data for continuous and regular reporting to the BSCC Board. Management and improvement of program-related data collection methods and storage systems. Management of inspection materials, checklists, and historic and electronic files.

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



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Correspondence and communication with local law enforcement agencies and compliance monitoring staff, providing technical assistance, and training as necessary. Assist in annual reports to federal and state government.

- **Coordination and Communication** – Coordinate the sharing and communication of inspection information and reporting. Communicate effectively via telephone, email, and video or chat applications using discretion, tact, and good judgement to provide information and assistance to staff and non-state employees.
- **Other Duties as Assigned** – Special assignments at the direction of the Staff Services Manager I, including various tasks, attending meetings, providing and receiving training, responding to public inquiries, fulfilling Public Records Act requests, providing technical assistance, data entry, tracking, management and improvement of various data information storage systems.

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.