



## 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:** (921)  
Staff Services Analyst

**Position #:**  
917-194-5157-002

**Salary Range:**  
Range A: \$3448 - \$4320  
Range B: \$3733 - \$4672  
Range C: \$4476 - \$5604

**Issue Date:**  
March 11, 2022

**Final Filing Date:**  
March 25, 2022

**Contact:**  
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**Location:**  
Board of State and Community  
Corrections  
2590 Venture Oaks, Suite 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 917-194-5157-002. 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 Facilities Standards and Operations Division (FSO), Staff Services Manager I (SSM I), the Staff Services Analyst (General) (SSA) acts semi-independently as a resource for FSO projects, and day-to-day analytical support. The SSA performs analytical, data entry, and program administration-related functions. This position works independently and as a team member, responsible for various data entry projects; FSO division support functions, research regarding rules and regulations, gathering data, preparing correspondence and customer service to management, staff, and outside agencies. The incumbent must exercise a high degree of initiative and independence and provide alternatives/recommendations that may result in effective solutions related to various FSO projects and issues.

### **Duties and Responsibilities:**

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

- Provide high-level support to the Deputy Director and Division Staff to maintain Division tasks, and ongoing or special projects, as necessary. Assist with task and project prioritization and analysis, inform appropriate parties of timelines, and expected deadlines, and provide ongoing and concise updates to Deputy Director and Division Staff of work status. Develop and edit instructional materials to clarify procedures (e.g., Division projects, work standards, project parameters, office procedures, etc.) for staff and other various audiences.
- Manage out-of-state travel coordination and maintenance of travel policies and per diem information in accordance with state rules on travel. Assist Deputy Director, Staff Services Managers, and Analyst staff with travel-related arrangements, reimbursements, and policy interpretation. Prepare, process and file Division Staff travel reimbursement documentation; interpret state travel guidelines and accurately determine appropriate travel reimbursements.

*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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Collects, reviews, and coordinates the approval and signature of monthly timesheets for the Deputy Director. Coordinate and track training requests and other documents or procedures that require Deputy Director approval.

- Conduct research and perform analysis to support Division programs. Create and maintain databases relative to Division programs. Ensure all Division reference material is current and in alignment with Division priorities, statewide policies, procedures, and regulations; work with program experts to make appropriate changes. Reviews incoming correspondence, identifies priority items of critical concern, and distributes to appropriate staff for action or preparation of response and signature. Responds to sensitive correspondence, telephone calls and visitors from federal, or local agencies, and members of the stakeholder community. Participates in meetings, records notes, and researches technical publications to maintain sufficient knowledge to accurately correspond or assign correspondence with state, federal, and local officials, and stakeholders.
- 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. May act as a point of contact for FSO Deputy Director and Division staff with other state and local agencies, which may include handling sensitive and confidential issues. Responsible for coordinating meetings, speaking engagements, commitments, appointments, and events for the Deputy Director, including appointments with state and local officials and other external stakeholders.
- Assists with special projects, act as a backup to other division staff on various assignments as necessary, and completes other duties as assigned.

### **Desirable Qualifications:**

- Ability to establish and maintain collaborative, productive, and professional working relationships
- Excellent computer skills using Microsoft Excel, Word, Outlook, Teams, and Zoom
- Excellent organizational , written/verbal communication and interpersonal skills
- Ability to review written information to determine appropriate response or correspondence
- Dependable, punctual, with an excellent attendance record