



## 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:** (945)  
Associate Governmental  
Program Analyst

**Position #:**  
917-190-5393-808

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

**Issue Date:**  
March 25, 2022

**Final Filing Date:**  
April 8, 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 917-190-5393-808. 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 general supervision of the Administrative Officer, a Staff Services Manager I, the incumbent is responsible for providing technical expertise, training, guidance, and assistance to support the Board of State and Community Corrections (BSCC) procurement, contracting and other related administrative operations. The incumbent performs the most difficult and complex administrative tasks related to all aspects of procurement and contracting for the BSCC.

The incumbent must possess a working knowledge of acquisition methods, regulations and procedures as prescribed by the State of California. The incumbent is responsible for: planning, organizing, and directing the acquisition of all goods and services for the BSCC; preparing accurate procurement and contracting documents; providing training and technical assistance related to procurement and contracting functions; and developing and maintaining BSCC procurement and contracting guidelines and desk procedures. The incumbent will work as a member of the Administrative Services Team and will assess current business operations for the purpose of writing and/or streamlining processes and developing improvements to written policies and procedures.

Additionally, the incumbent must demonstrate a positive attitude and a commitment to completing job responsibilities that are accurate, timely, and exceed customer service expectations.

### **Duties and Responsibilities:**

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

- **Purchasing and Contracts:** Reviews purchase requisitions for Non-IT goods and services to ensure policy and regulations are met. Compares requests with approved contracts and other sources to ensure accuracy and compliance.

*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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Works independently to determine appropriate purchase acquisition method and creates and distributes Requests for Quotes (RFQ), ensuring a legal, ethical, and confidential solicitation process that protects the State's interests. Analyzes all quotes/offers received, while giving preferences to small business vendors and Disabled Veterans Business Enterprises (SB/DVBE). Executes purchase documents in FI\$Cal and awards contracts using STD. 213's (Contracts), 65's (Purchase Order) or P-Card transactions, when applicable, ensuring compliance with all applicable state procurement and contracting laws, regulations, and policies. Reconciles P-Card bank statements monthly. Receives and responds to inquiries from departmental staff and vendors regarding status and/or problems with purchases. Receives correspondences/phone calls from outside vendors and other State agencies; and responds appropriately and timely. Works with and provides training to staff in the preparation of documents pertaining to the purchase of equipment, materials, and supplies. Maintains all contract and procurement files and ensures that all necessary documentation is included.

Works with BSCC division staff to prepare and process all aspects of procurement and contract documents for submittal to appropriate purchasing and contracting agencies. Research and utilize mandatory, statewide leveraged procurement agreements (LPA), Master Services Agreements, WSCA, NASPO, CMAS, etc. Develop, review, edit, and approve Scope of Work documents for all agency services contracts. Provide advice, consultation, and direction to BSCC division staff on contract processes and other contract related topics and take the lead role in assisting staff with developing contract information/detail. Establish work plans and timelines for the completion of procurement tasks and projects. Track and maintain agency procurement and contracting activity in compliance with statewide and agency policies and procedures.

- **Maintenance of Purchase Orders:** Responsible for the coordination, development, analysis, and maintenance of purchase orders related to service agreements. Periodically analyzes remaining balance on purchase orders to determine whether or not the encumbrance balance is sufficient for the remainder of the contract term. Notifies the Financial Services Unit when encumbrance balances should be liquidated.
- **Vendor Performance Management and Payment:** Determines whether goods/services were received in an appropriate time/manner and are eligible for payment; responsible for printing necessary purchase documentation from FI\$Cal and routing to Accounting Staff for payment. Works with vendors to correct issues with services or goods to ensure the terms of the purchase/contract are met upon receipt.
- **Training/Procedures/Policy:** Develop, edit, and implement BSCC procurement and contracting policy, procedures, and resource materials. Train BSCC employees on all appropriate procurement and contracting rules and regulations. Develop, implement, and maintain the BSCC Procurement and Contracting Manual. Develop, implement, and maintain the BSCC Contract Managers Handbook. Act as the FI\$Cal Super-User for procurement and contract activities.



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- **Reporting:** Gathers information to prepare and submit various reports to requesting agencies relating to agency purchasing, such as the State Agency Buy Recycled Campaign (SABRC) and the Waste Management Annual Report. Develop, track, and prepare State mandated and management requested procurement, contracting, and administrative reports for submittal on behalf of the BSCC. Act as the back-up to the BSCC information technology (IT)/Non-IT Purchasing Authority Contact (PAC) and work collaboratively with procurement contracting officers and various control agencies to analyze and maintain agency purchasing authority.
- **Other Duties as Required:** Maintain current professional and technical knowledge by attending, and actively participating in training, seminars, and meetings. Analyze current, new, and updated policies received via DGS Procurement Bulletins, Executive Orders, Administrative Orders, or other policy memos to determine impact to internal procurement practices and processes. Analyze current processes and procedures to make recommendations to BSCC management for improved efficiencies. May be asked to assist with the development and maintenance of purchase orders related to service contracts and grant agreements.

### **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 communication skills.
6. Dependable, punctual, with an excellent attendance record.