



# 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:** (1155)  
Associate Governmental Program Analyst

**Position #:**  
917-190-5393-820

**Salary Range:**  
\$5,818.00 - \$6,907.00

**Issue Date:**  
September 21, 2022

**Final Filing Date:**  
October 5, 2022

**Contact:**  
Elizabeth Stevenson-White  
[Elizabeth.Stevenson-White@bscc.ca.gov](mailto:Elizabeth.Stevenson-White@bscc.ca.gov)  
916-341-6891

**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 917-190-5393-820. 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.

### Scope of Position:

Under the general supervision of the Administrative Officer, a Staff Services Manager I (SSM I), the incumbent is responsible for providing technical expertise, training, guidance, assistance and support to BSCC employees, supervisors and managers regarding BSCC's personnel operations. The incumbent performs the full range of the most difficult and complex personnel analysis and tasks associated with a variety of projects related to position allocation, appropriate pay levels, organizational structure, recruitment, candidate eligibility, hiring, position control, vacancy reporting, classification and pay, labor relations and employee actions (corrective and adverse).

Additionally, the incumbent is responsible for advising and assisting BSCC management on personnel procedures, processes and policies, development and training related to personnel functions, preparing guidelines and memorandums and conducting special projects and assignments.

The incumbent demonstrates a positive attitude and a commitment to providing quality service that is accurate, timely, exceeds customer expectations, and maintains complete confidentiality.

### Duties and Responsibilities:

The incumbent has expertise in personnel policies and procedures and works closely with the State Controller's Office - Human Resources Office (SCO-HR) to implement and process transactions on behalf of BSCC employees, supervisors and managers regarding a variety of personnel issues or requests.

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

- Consults with, advises, and makes recommendations to management on personnel policies, standards, rules, and procedures; develops and maintains effective working relationships with all levels of staff and employees; consults with, and advises employees on personnel policies and procedures and their application; analyzes needs, formulates and makes recommendations for

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improvements of the BSCC's personnel operations; develops materials, including policy and procedure manuals and assists with implementation; confers with employees, groups of employees, and representatives of employee organizations on issues and on new or proposed policies or procedures; investigates and makes recommendations to management on proposed employee actions (corrective and adverse).

- Works closely with the SCO-HR on matters pertaining to personnel transactions, classification of positions, examinations, training, recruitment and selection, and various other topics associated with the BSCC's personnel operations; establishes and maintains working relationships with other governmental agencies; drafts, completes and tracks reports that are submitted to CalHR regarding various mandated requirements; works closely with the Department of Finance (DOF) and the BSCC Fiscal Management Team, on matters pertaining to approval of recommended positions; prepares other personnel reports as required.
- Develops systems for preparing, tracking, and maintaining personnel transaction records for the purpose of providing uniform and efficient processing of personnel transactions; research and make recommendations regarding work assignments; maintains the classification plan for the BSCC and makes recommendations to management on the establishment or abolishment of classes and the revision of classification specifications, salary ranges, and salary adjustments for individual employees; works with SCO-HR to prepare job analyses and other studies to support recommendations; review positions and maintains internal position control; interprets and applies applicable laws and rules governing the civil service.
- Works with SCO-HR to assist with payroll reconciliation, certifying master payroll, and processing retired annuitant payroll; coordinates the release of payroll; tracks employee leave balances. Processes all separations and appointments in a timely manner pursuant to applicable laws and regulations.
- Acts as the BSCC's Delegated Testing Officer and Exam Coordinator; prepares Special Procedures Memorandums; establishes focused recruitment plans for targeted exams; oversees preparation and distribution of exam bulletins; reviews exam materials; secures panel members and representatives; reviews applications; schedules interviews.
- Assists and advises management regarding promoting health and safety programs; develops procedures to comply with labor code, Cal/OSHA regulations, State Administrative Manual (SAM) and Management Memos (MM); identifies safety hazards in the workplace by completing safety inspections and developing a plan of correction for all noted hazards; and establishes and maintains various training programs for topics such as defensive driving and occupational hazard prevention.
- Acts as the BSCC's on-site Return-to-Work Coordinator and Equal Employment Opportunity (EEO) Program Coordinator; works with SCO-HR to maintain an effective Worker's Compensation & EEO programs; develops and assists with the implementation of departmental policies directed towards the welfare of

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disabled employees; provides disability benefit information to injured employees (i.e. Industrial Disabilities and Non-Industrial Disability); serves as BSCC's representative on SCO's Disability Advisory Committee (DAC).

- Maintain the BSCC's Administrative Operations Manual (AOM) and New Employee Handbook regarding various internal policies and procedures.

**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.

Excellent written communication skills