



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: (1747)

Information Technology Associate

Position #:

917-190-1401-001

Salary Range:

Range A \$4,516 - \$6,052

Range B \$4,964 - \$6,652

Range C \$5,426 - \$7,273

Range D \$5,968 - \$7,998

Issue Date:

November 13, 2023

Final Filing Date:

November 29, 2023

Contact:

Elizabeth Stevenson-White

(916) 341-6891

BSCCHR@bscc.ca.gov

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 917-190-1401-001. 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 directions of the Chief Information Officer (CIO), an IT Supervisor II, The Information Technology Associate works cooperatively with colleagues and customers throughout the Board of State and Community Corrections (BSCC) to develop, implement and support information technology solutions. This position provides project leadership, analysis, programming, and quality assurance services. This position supports system development, business requirement development, database/system administration services, and technical support in response to requests from BSCC staff.

Duties and Responsibilities:

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

- **Programming** - The incumbent develops and maintains complex custom applications (desktop, web, server) and databases using standard development and office automation tools – Microsoft Visual Studio dot NET, Microsoft Visual Studio, Microsoft SQL Server, and Microsoft Office components. The incumbent, under general direction, follows established standards for programming, interface design, and database development. The incumbent documents all components and processes.
- **Systems Analysis and Design** - The incumbent applies system development standards, guidelines, and best practices in analyzing, designing and maintaining complex information technology solutions. The incumbent participates with other team members and customers in all phases of the system development life cycle, including project initiation, analysis and design, software and database development, testing and deployment.

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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- **Technical Lead** - Serves as technical lead on IT projects, working with users during system development and addressing production issues.
- **Project Management** - The incumbent may be responsible for multiple task/projects, applying project management principles and following ITSSU standards in leading information technology projects. The incumbent effectively communicates (verbal, written) with colleagues, customers and BSCC managers, reporting project status and providing project documentation as required (business requirements, technical specifications, work plans, status reports, etc).
- **Research** – The incumbent keeps current with industry trends, new technologies, and industry practices by independently reviewing technical literature, attend technical training, having technical discussion with colleagues, and performing independent research.
- **Other Duties** – The incumbent will perform other programming and IT (service desk, customer service, troubleshooting, etc.) task as assigned and /or required.

Desirable Qualifications:

- Able to independently research and troubleshoot coding issues
- Able to understand project scope and requirements from program perspective
- Able to manage time to complete projects in tight deadlines
- Able to learn and adhere to BSCC standards for application development