



# 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: (2005)**

Associate Governmental Program Analyst

**Position #:**

917-101-5393-020

**Salary Range:**

\$5,684.00 - \$7,114.00

**Issue Date:**

June 19, 2024

**Final Filing Date:**

July 3, 2024

**Contact:**

Kae Arthur

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(916) 322-8088

**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 917-101-5393-020. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations.

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.*

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.

Applicants must include a Statement of Qualifications (SOQ) for this recruitment. The SOQ is a narrative document prepared by the applicant describing how the applicant's skills, knowledge, abilities, education, training, and experience, qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. Applications will not be considered if the applicant fails to provide an SOQ or appropriately address the SOQ with their application. Resumes, cover letters, and other documents do not take the place of the SOQ.

**Additionally, your SOQ must include:**

- Require name on SOQ.
- Require Job Control Number on SOQ.
- The SOQ must be no more than two pages in length, single-spaced.

**Please respond directly to the following SOQ question:**

- How your experience, education knowledge, and/or training are relevant to the position?

SOQs that do not include the candidate's experience, education, knowledge, or training as related to the position will not be considered and the applicant will be disqualified.

**Scope of Position:**

Under general direction of the Research Data Manager, the Associate Governmental Program Analyst will maintain the ability to work with various levels of staff and management, multitask and prioritize, pay attention to details, and complete accurate work. Must develop general understanding of grant processes. Develop proficiency with SmartSheet and have strong proficiency with Microsoft Office and Teams Applications (e.g., Word/Docs, Excel/Sheets, Visio, PowerPoint, OneNote, Publisher/Sites, Access/Forms, Outlook/Gmail/Calendars, Power BI, etc.).

**Duties and Responsibilities:**

*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. 01/2023*



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

- With minimal supervision and on-the-job mentoring, maintain contact with data reporters and collect incoming information related to assigned grants. Track, log prescreen reports and data; identify and report any fiscal, programmatic, and administrative issues, provide regular status updates to lead staff. Reviews Quarterly Progress Reports, annual reporting, and communicates directly with data and report submitters. The incumbent will ensure that all procedures conform with grant policies, requirements, and current protocols. Communicates with other research personnel on all grant information.
- With minimal supervision and on-the-job training, track data and information related to various grants. Assist in development of progress report and other grant specific templates; provide recommendations to management for the assigned grant/s. Prepare draft written materials/documents to present information and analyze policy related to assigned grants. Formulate procedures, policy recommendations, and program updates; make recommendations on administrative and program-related problems. Incumbent will ensure that data and information is stored appropriately and provide files including documentation for release to respond to questions from requestors such as Directors, the Governor's Office, state stakeholders, program staff, other state departments and agencies, the Legislature, County stakeholders, and the public.
- The incumbent will independently ensure documents and updates are published to the website and will handle comment/chat section of webinars and trainings for associated grants. Post rater training Executive Steering Committee participant surveys, gather good data and develop perspective on collaboration on factors and criteria for research driven projects.. Coordinates Executive Steering Committee and rater training support activities and communicate effectively with staff within and across the organization and with staff in other state departments; prepare correspondence sent to funded projects, state and federal agencies, counties and cities, and the public; Create policy and procedure documents, update training templates, blind the samples for training projects, and forward completed documents for review. Bring back to us for review. Participate in special projects related to grants management, data collection and reporting, training, evidence-based practices, and fiscal accountability, as needed.

### **Desirable Qualifications:**

- Proficient in Excel and Outlook
- Strong Customer Service Skills
- Previous work with grants and report data