



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:

Associate Governmental Program Analyst
(2 Positions Available)

Position #:

917-195-5393-830
917-195-5393-831

Salary Range:

\$5,855.00 - \$7,327.00

Issue Date:

02/13/2025

Final Filing Date:

02/27/2025

Contact:

BSCC HR
BSCCHr@bscc.ca.gov
(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 917-195-5393-830/831. 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.

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 Staff Services Manager I (SSM I) in the In-Custody Death Review (ICDR) division, the Associate Governmental Program Analyst (AGPA) acts independently as a program analyst responsible for the analysis, development, and support of the processes, procedures, and projects in the ICDR Division. The AGPA will be required to work with sensitive and confidential issues and materials and is expected to maintain discretion and confidentiality at all times. The AGPA will conduct business in a professional and service-oriented manner, demonstrate integrity and honesty in representing the BSCC, establish and build rapport through open communication and trust, and will promote teamwork and cross-functional collaboration. Statewide, possibly overnight, travel may be required as necessary.

Duties and Responsibilities:

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

- Independently research, analyze, draft, and edit a variety of program and policy documents used to administer and develop programs and projects related to in-custody deaths. These documents may include regulations, guidelines, policies and procedures, proposed legislation, bill analyses, budget change proposals, and other administrative materials (e.g., audit findings, budgets, and contracts). Review reports submitted by agencies for consistency with ICDR reporting requirements and provide technical assistance to counties regarding errors or completing reports. Perform a high degree of critical thinking with initiative to ensure processes, procedures, policies, and practices are developed and in place, and content is accurate and effective.
- In collaboration with Field Representatives and the Research Division, review

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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ICDR reports, prepare correspondence, training materials and other miscellaneous documents. Maintain case files of in-custody deaths and ensure that appropriate material is contained in case files. Independently and effectively communicate with staff and internal and external stakeholders (local law enforcement agencies, general public, BSCC staff) in various settings including ad hoc meetings, recurring workgroups, email, video conference, over-the-phone and in-person. Accept and respond to internal and external inquiries and requests for information in a timely and professional manner. Provide technical assistance and training as necessary.

- Assist ICDR and other relevant BSCC divisions, Executive Steering Committees, and workgroups as they develop and revise regulations and best practices on a variety of issues related to in-custody deaths. Participate in the development, revision and promulgation of minimum standards for state and local corrections agencies. Analyze complex issues, trends, programs and legislation related to local detention facility operation and in-custody death. Participate in internal planning, information sharing, and policy development activities related to the development, implementation and evaluation of a variety of projects to support the ICDR division. Draft and prepare materials for presentations, including program and fiscal data materials. Provide presentations at internal meetings, and at conferences and trainings. Develop and draft updates and request modifications to maintain the program web pages and other public documents. Prepare for and participate in staff meetings, keep supervisors apprised of the status of projects and problems, and assist other staff with critical projects as needed.
- Assist in special and data/information sensitive assignments at discretion of the ICDR management team, including various tasks, attending meetings, providing and receiving training, responding to public inquiries, fulfilling Public Records Act requests, providing technical assistance, data entry, tracking, filing, scanning, distribution of materials, and general administrative tasks. May also include participation in studies, state and federal committee meetings, conferences, audits, and trainings. Occasional travel may be required.

Telework and Travel Information:

This position is required to report in-person to the designated headquarters office location a minimum of two (2) days per week. The amount of telework permitted is at the discretion of the Department and is subject to change. Overnight statewide travel may be required.

Special Requirements:

Applicants are required to complete a Statement of Qualifications (SOQ) in addition to completing a standard state application (Examination/Employment Application STD 678). The SOQ is required to elicit information regarding each candidate's interest and experience in relation to this position. The completed SOQ must address the questions below, and should not be more than two pages, using Arial, 12-point font size. Applications without SOQs or with SOQs that do not address the questions below will not be considered. Resumes, letters, and other materials will not be considered as responses to the SOQ.

Statement of Qualifications:

1. With the multitude of Associate Governmental Program Analyst positions available in the state, what interests you most about this specific position, and what skills, knowledge, and abilities would you contribute?

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2. Describe your experience and skill in developing tailored communications to effectively share critical, complex, and/or sensitive information clearly to internal and external stakeholders.

Required Application Package Documents:

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Degree and/or School Transcripts
- Statement of Qualifications

A completed Statement of Qualifications (SOQ) must be submitted with your State Application to be considered. The SOQ must follow the specifics as stated in the "Special Requirements" section.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications:

- Understanding the needs of different stakeholders and communicating with them appropriately.
- Knowledge of and experience with sensitive data/information or an interest in developing expertise in this area.
- Independently evaluates workflow processes to improve accountability and operational efficiencies.
- Effective and compassionate communication skills that allow meaningful collaboration with individuals from varying backgrounds.
- Ability to work both independently and as part of an interdisciplinary team that includes management, attorneys, researchers, and support staff.
- Strong analytical, planning, and strategic thinking skills to develop innovative processes.