

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-4722-001		MCR / HCR 1
DIVISION / UNIT  Business Services Division Procurement Department		CLASSIFICATION TITLE Business Services Officer I (Supervisor)		
		WORKING TITLE Business Services Officer I (Supervisor)		
		TIME BASE / TENURE	CBID S01	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/7/2024	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS This is the first supervisory level in the series. Under general supervision, incumbents typically have full supervisory responsibility for approximately 3- 6 lower-level staff in a business service office which may include general clericals, Materials and Stores Supervisors, Property Controllers, Mailing Machine Operators, and Stock Clerks.  Typically, incumbents either (1) supervise all business service functions in the smallest business service offices and may personally perform the most difficult and complex technical and analytical business service work; or (2) in larger offices, supervise one or more business service functions of average difficulty or two or more functions of least complexity as assistant to a higher level Business Service Officer and assist with the performance of more difficult and complex business service work.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Procurement and Services Officer II, the Business Services Officer I, Supervisor (BSO I) will prepare and submit contractual agreements, prepare/gather monthly, quarterly and yearly reports, assist in the preparation and submission of equipment budget, prepare reports and correspondence, supervise the staff and operations of the Procurement Office, Property Controller and other procurement related work as required.  Duties include but are not limited to the following:				
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>			
40%	Processing of contractual agreements to include, but not limited to, writing specifications from supplied input, solicitation of bids, bid openings and contract awards. Also, compiling bid packages for mailing, preparation and submission of contracts for approval along with record keeping on each contract processed and corresponding with prospective bidders. Coordinating the procurement process for products and services, including contacting vendors, researching product information, making cost comparisons, completing service and purchase request forms/contracts. Developing specifications and service agreements/contracts to ensure repairs and services meet			

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	standards. Review invoices for accuracy and submit to the Accounting Services Branch in Sacramento. Submit OBS450 forms to amend purchase orders. Respond to call letters.
30%	Supervise Property Controller II and Material & Stores Supervisor I, CF (Property/Equipment) for the logging, monitoring, and tracking of equipment/inventory using detailed records to identify available departmental resources.
25%	Assist Procurement & Services Officer II in the day-to-day activities, (i.e., screening purchase requests, working on special assignments, i.e., preparing equipment requests and other assigned work as required.) Review reports for content, quality, and format to ensure timely completion. Research and resolve inquiries regarding status of purchase orders or payment to vendors. Serve in an acting capacity in the absence of the Procurement & Services Officer II. Attend monthly meetings with the Office of Business Services Unit. Train staff on proper submittal of Procurement documents/ processes.
05%	Participate in appropriate In-Service Training; perform other related duties as required.
<p>WORK HOURS: 0800 Hours – 1600 Hours                  RDO's: Saturday, Sunday, Holidays</p>	

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE