

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Business Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-583-5157-XXX		MCR / HCR D
DIVISION / UNIT  Division of Administrative Services Business Management and Procurement Branch Fleet Management & Acquisition Section Fleet Acquisitions Unit		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG 2
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE January 2024

**CDCR'S MISSION and VISION**

**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

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.

**DIVISION OVERVIEW**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

Division of Administrative Services (DAS) is responsible for statewide support services functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

The Office of Business Services (OBS) provides overall administration of the California Department of Corrections and Rehabilitation (CDCR) non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, reprographics, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. OBS ensures that departmental agreements are executed in compliance with State laws and regulations. OBS is comprised of the Business Management and Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as the CDCR Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.

Under direction of the Staff Services Manager I (SSMI), Fleet Acquisitions Unit (FAU), the incumbent performs less complex analytical duties as follows:

% of time performing duties	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.
40%	Under close supervision, initiate, develop, and process the less complex procurements (e.g., purchase requisitions, purchase orders, purchase estimates) within specified purchasing guidelines, rules, and regulations. Review, analyze, and process requests to purchase vehicles and related equipment through the competitive bid process utilizing Statewide Master Contracts, California Prison Industry Authority (CALPIA), and other methods available through the California Department of Corrections and Rehabilitation (CDCR) Delegated Purchasing Authority.

	Solicit price quotes from vendors via phone and/or Request for Quotation and advertise on FISCAL when appropriate. Develop, consult, and coordinate the submission of purchase estimates for procurements that exceed CDCRs purchasing authority. Submit to the Department of General Services (DGS). Develop and process limit to brand justification documents for approval/processing by DGS when over CDCRs Purchasing Authority dollar limits. Act as FAU lead analyst and provide subject-matter expertise and training to departmental staff, management, and Programs.
30%	Provide management and oversight of the CDCR and CALPIA Interagency Agreement for security modifications. Provide information and guidance to stakeholders on project status, order delays, methods for procuring equipment and materials, and other significant activities related to purchasing.
20%	Attend meetings with department staff and participate in determining the most effective procurement approach for major purchases. Prepare reports, procurement documents, and correspondence pertaining to procurement activities. Enter data, track, and monitor fleet asset acquisitions.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.
5%	Other job-related duties as required (or assigned).

**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 significant impacts to the Department in productivity, customer service, records, budget, and assets. Loss in time from such errors could cause delays in the production and purchase of critical assets and impact critical deadlines and needs for the program and customers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

**Standing**: Frequently - stands for periods of time to file/re-file, at the copy machine, fax machine or printer.

**Walking**: Frequently - to file or copy documents or retrieve documents from the fax machine, from different office areas, hand deliveries.

**Sitting**: Constantly - at a desk or computer table.

**Lifting**: Occasionally - lifts files weighing a few ounces up to 15 pounds each.

**Carrying**: Occasionally - this activity can be considered to require the same physical demands as lifting.

**Stooping/Bending/Kneeling/Crouching**: Occasionally - stretches stoops/bends, kneels, and crouches to pull/re-file documents from the lower shelves in filing cabinets, move boxes, files, furniture, and open property received.

**Reaching in Front of Body**: Constantly - will be utilizing a keyboard and reaching for items such as the telephone, 10-key, files.

**Reaching Overhead**: Occasionally - reaches overhead to retrieve files and reference materials from file cabinets and shelving.

**Climbing**: Occasionally – portions of office are on the second floor of building - may use stairs if elevator not working.

**Balancing**: Occasionally- walking and holding files, small boxes, or archive documents.

**Pushing/Pulling**: Frequently - has to push/pull to open file drawers and desk drawers.

**Fine Finger Dexterity**: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer.

**Hand/Wrist Movement:** Constantly - uses hands and wrists in the handling of documents, files and typing information into the computer, moving/opening file boxes, folders, small items in receiving.

**Crawling:** N/A

**Driving:** Occasionally – as needed to meetings, training, deliveries, Headquarters, etc.

**Sight/Hearing/Speech:** Constantly - Adequate vision, hearing and to speak clearly are required to effectively perform the essential job duties.

**Travel:** Occasionally – to programs and Institutions statewide to conduct site visits, training, tours, meetings, etc.

**WORK ENVIRONMENT**

Position is located indoors, in an office space. Indoor ventilation is provided by heating/air conditioning system and ductwork.

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDS**

Computers, printer, fax machine, photocopier, shredder, telephone, 10-key and usual office supplies.

**WORK HOURS**

Core office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests for Alternate Work Schedule may be considered upon completion of probation.

**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)

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