

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)		MCR / HCR	
Office of Business Services		065-582-5157-XXX		D	
DIVISION / UNIT Division of Administrative Services Office of Business Services Contract Management Branch		CLASSIFICATION TITLE Staff Services Analyst			
		WORKING TITLE Staff Services Analyst			
		TIME BASE / TENURE Perm/FT	CBID R01	WWG 2	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE May 2023	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
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 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 the direction of the Staff Services Manager (SSM) I, the incumbent must adhere to all ethical practices and policies, current contract-related laws, policies, and procedures. The incumbent is responsible for various contract management activities in the CMB consisting of the following duties:					
% 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.				
35%	Assists in developing, reviewing, analyzing, writing and processing the less complex types of institution service contracts utilizing standardized competitive bid processes; performing market research as needed to ensure a qualified pool of potential bidders, analyze and ensure final departmental review and required control agency approvals are met and ensure assigned contracts conform to contracting laws, rules, policies and regulations. Participate in bid conferences as required on assigned contracts.				

25%	Generate and respond to correspondence for less complex contracts, including the creation of late justification letters, Non-Competitive Bid justification documents, response to protests, assisting in the completion of a variety of administrative assignments (e.g., data reports to control agencies, develop internal procedures for the less complex contract activities, etc.). Participate in meetings with programs on assigned contracts to provide assistance and recommendations on legal requirements and limitations when developing contracts; assist program in development of the scope of work and rate sheets. Researches, analyzes, and interprets, State Contract Manual (SCM) volumes I, II, III, laws and regulation, government code, Fi\$CaI, and internal policies.
25%	Utilize the Business Information System (BIS) and Prodiagio to enter and capture data each week to ensure all actions related to the contract process are recorded. Updates internal and external tracking systems used for generating various reports. Maintain physical and electronic contract file organization in accordance with internal guidelines and procedures.
10%	Assist and advise management and/or higher technical staff, with the development of new or alternative contract administration procedures and forms, as needed. Acknowledge and resolve customer complaints, communicate with customers through various channels, and respond promptly to inquiries in a professional and timely manner.
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.

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

- Errors can lead to time loss and significant delays in program production, which can result in inefficient use or misdirection of department resources. These delays can prevent the program from executing contracts timely and result in various negative financial impacts, lapse of service in contracts, or legal liabilities.

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

Walking: Occasionally - 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 and 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: Frequently - 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 or to assist with confidential shred process.

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 Headquarter, meetings, trainings, deliveries, 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 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)

SUPERVISOR'S SIGNATURE

DATE

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Business Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-582-5393-XXX		MCR / HCR D
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		WORKING TITLE Associate Governmental Program Analyst		
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LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE May 2023
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25%	Generate and respond to correspondence regarding contracts, including the creation of late justification letters, Non-Competitive Bid justification documents, response to protests, assisting in the completion of a variety of administrative assignments (e.g., data reports to control agencies, develop internal procedures for the more complex contract activities, etc.). Consults, leads, and coordinates with internal and external staff on assigned contracts to provide assistance and recommendations on legal requirements and limitations when developing contracts. Reviews, revise, and assist programs with contractual language to meet various laws, regulations, and policies. Researches, analyzes, and interprets, State Contract Manual (SCM) volumes I, II, III, laws and regulation, government code, Fi\$Cal, and internal policies.
25%	Utilize the Business Information System (BIS) and Prodiagio to enter and capture data each week to ensure all actions related to the contract process are recorded. Updates internal and external tracking systems used for generating various reports. Maintain physical and electronic contract file organization in accordance with internal guidelines and procedures.
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