

**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) 065-583-4800-014		MCR / HCR D
DIVISION / UNIT  Division of Administrative Services Business Management & Procurement Branch		CLASSIFICATION TITLE Staff Services Manager I (Specialist)		
		WORKING TITLE Staff Services Manager I (Specialist)		
		TIME BASE / TENURE Perm/FT	CBID S01	WWG E
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE February 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 the 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 III, Office of Business Services (OBS), Business Management & Procurement Branch (BMPB), the incumbent functions as the subject matter expert for planning and oversight of the Department's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) programs and is responsible for performing work in a variety of analytical staff services assignments in the areas of contracting and procurement, legislation review, and special assignments. The incumbent performs more 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.
25%	Independently maintain the Department's SB/DVBE Business Plan. Advise the Department's procurement and contracting staff, and program and contract managers about SB/DVBE program requirements, procedures,

	<p>policy, and procurement and contracting opportunities. Develop proactive and innovative approaches that facilitate program success across the Department. Assist in development and implementation of new policies, procedures, and guidelines related to SB/DVBE activities to ensure consistency, continuous quality improvement and compliance. Act as the departmental liaison with the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) and other control agencies regarding SB/DVBE related requirements, policies, procedures, and departmental compliances.</p>
20%	<p>Represent the Department’s central office to seek and encourage SB/DVBE participation in the purchasing of goods and services statewide. Provide the SB/DVBE community with contracting and procurement contacts for business opportunities and oversee prompt payment of SB firms in accordance with the Prompt Payment Act. Generate and respond to inquiries and correspondence regarding contracting and procurement practices, procedures, activities, complaints, and issues affecting SB and DVBE firms. Confer with programs to resolve issues received from SB and DVBE firms, interested parties or control agencies.</p>
20%	<p>Monitor the Department's SB/DVBE program performance; identify underperforming programs and advise program staff when improvement is needed and recommend corrective actions. Analyze annual department-wide participation data to prepare the annual SB/DVBE Program Plan and implement new reporting requirements resulting from enacted legislation or Executive Orders. Collaborate with technical staff to develop and incorporate new data tracking requirements. Analyze and prepare biannual and annual reports due to the Department of General Services and Department (DGS) of Veteran Affairs regarding the Department’s SB/DVBE participation levels; and evaluate and modify the Department’s data collection processes to ensure participation levels are captured and accurately reported.</p>
15%	<p>Research and consult with subject matter experts to design, develop, write, and update SB/DVBE training curricula, materials, and tools (e.g., PowerPoint presentations; training manuals and guides; lesson plans; tests; and course evaluations). Prepare and deliver SB/DVBE Program training and presentations for the department to discuss program policies, plans, procedures, accomplishments, or program changes. Develop outreach materials including flyers, FAQs, e-mail notices, brochures and newsletters providing information about the Department and its procurement opportunities/practices. Function as the principal liaison with SB/DVBE communities to develop interest in the Department's procurement and contracting opportunities to achieve the highest-level participation possible.</p>
10%	<p>Represent the Department at public and private sector SB/DVBE Program meetings/events including Department staff meetings, statewide conferences, SB Council meetings, DVBE Advisory Council meetings, SB/DVBE business sector or community meetings, Department solicitation conferences, and DGS sponsored advocate meetings. Provide technical advice and assist small businesses in resolving problems, complaints, and questions regarding compliance with the regulations and relevant statutes. Assist potential bidders and contractors by encouraging and facilitating SB and DVBE certification processes.</p>
10%	<p>Assist managers within OBS in the completion of complex administrative assignments (e.g., Governor’s Office, control agency requests, legislative bill analysis, and proposed regulations, etc.). Oversee tracking of legislation for changes to laws affecting OBS operations. Facilitate requests for bill analyses with designated OBS stakeholders concerning proposed legislation and possible impact to office operations and policies. Assist impacted program managers in coordinating workgroups and developing action plans to implement program changes if proposed legislation is enacted.</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 will result in non-compliance with applicable state laws and legislation requirements related to SB/DVBE advocacy and participation. It could also cause delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial and operational, internally, and externally impacts to the department.

**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**: Frequently - Driving to Headquarters Office, Council/Advisory/Workgroup/Control Agencies meetings, outreach events, and other meetings. A valid California driver’s license is required at all times.

**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
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**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
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