

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy, Research and Internal Oversight		POSITION NUMBER (Agency-Unit-Class-Serial) 065-355-5157-002		MCR / HCR	
DIVISION / UNIT Division Support Unit (DSU)		CLASSIFICATION TITLE Staff Services Analyst			
		WORKING TITLE Procurement Analyst			
		TIME BASE / TENURE P/FT	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>Mission 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>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					
The Division Support Unit provides oversight and direct support relative to the administrative functions and services throughout the Division of Correctional Policy, Research and Internal Oversight.					
GENERAL STATEMENT					
Under the direct supervision of the Staff Services Manager I, Division Support Unit (DSU), the Staff Services Analyst performs the less complex analytical procurement functions. The incumbent works closely with DSU counterparts to provide administrative support to each office within the Division of Correctional Policy, Research and Internal Oversight (CPRIO). The incumbent is dedicated to achieving individual, team, and organizational goals through research, time management, data analysis, focused communications, teamwork, and continuous process improvement. The incumbent is expected to exercise good judgment, communicate effectively, and always portray a professional and positive demeanor.					
% 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%		Serves as a Procurement Liaison for DSU. Assists with preparing purchase request packages for the procurement of specific services and goods in each office within CPRIO. Creates and processes less complex request for quotation packages and obtains bids from vendors using standardized procurement practices. With assistance, utilizes statewide contracts and Leveraged Procurement Agreements (LPA). Addresses inquiries from vendors and external staff regarding the status of purchase orders, invoices, etc. Ensures all rules, regulations, and laws governing procurement are adhered to. Creates and uploads procurement documents using the department's Business Information System (BIS). Tracks all requests to ensure responses are provided by required deadlines. Obtains appropriate reviews and approvals before distribution of work products. Collaborates with division management and regional contacts to fulfill procurement requests.			
25%		Tracks and responds to less complex procurement inquiries. Creates, develops, and maintains effective business processes to establish standards, guidelines, and procedures for procurement activities. Verifies incoming shipments for accuracy. Regularly performs goods receipt in BIS and tracks payments/contract balances. Prepares procurement reports, documents, and correspondences as needed. Collaborates with CDCR's Office of Business Services, Contract Management Branch, Enterprise Information Services, and other departmental offices.			

15%	Assists with establishing the less complex program service contracts. Responds to departmental call-letters as needed. Drafts scopes of work and rate sheets for various contracts throughout the division. Performs less complex market research to ensure a qualified pool of potential bidders is identified and available. With assistance, reviews, analyzes, and ensures final departmental review and required control agency approval of services/goods for CPRIO. Ensures assigned contracts adhere to contracting laws, rules, policies, and regulations. Disencumbers contract funding with assistance as requested.
10%	Assists budget analyst in verifying billing codes, projections and performs other duties as required. Assists with procurement knowledge transfer and cross-training of DSU staff. Serves as a procurement back-up as needed.
10%	Develops and maintains relevant desk manuals and reference material for procurement activities. Attends staff meetings and required training.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time, and submits 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

- 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
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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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