

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER (Agency-Unit-Class-Serial) 061-010-5157-726		MCR / HCR
DIVISION / UNIT Support Services Section (Contracts and Procurement Unit)		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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.

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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

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

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. Under the direction of the Staff Services Manager I, Support Services Section, Contracts and Procurement Unit, the Staff Services Analyst works independently in procuring goods and services for the Division. Provides technical and support services related to procurement of services and goods (IT and Non-IT). Supports the regions and internal units with procurements and provides hands on assistance as needed.

% 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.**

45%

Under close supervision of the Staff Services Manager I, incumbent will process non-IT procurements, including but not limited to: Leveraged Procurement Agreements, California Multiple Award Schedules, Statewide Contracts, Master Service Agreements, Software License Programs, Cooperative Agreements and Limit to Brand and Non-Competitively Bid Contracts.

Utilizing the Business Information System (BIS), creates requisitions for purchase orders for administrative and field related procurements; determines if items requested requires additional approvals and ensures all required documents, allocations, and coding are correct within the requisition; provides quality control to ensure compliance with Departmental policies, procedures and performance requirements; communicates with the vendor community and internal business partners on appropriate vendor form submissions and updates all vendor forms proactively; completes purchase

061-010-5157-726

	<p>requisitions in BIS and submits all documents to the appropriate Purchasing Authority by deadline for timely completion of the procurement; monitors delivery and completion of purchase and completes Goods Receipt in BIS to ensure payment is issued to vendor.</p> <p>Maintains procurement workload in the SharePoint Procurement Activity Log and updates status and completes entries daily/weekly as required; conducts research and follow-up on procurements that become stalled in the development or approval process.</p>
25%	<p>Assists in reviewing purchase requests submitted by Division Headquarters (HQ) staff, HQ internal units and regions for completeness and ensures compliance of proper purchasing process.</p>
20%	<p>Assists in creating and updating procedures manual(s), policies, and tools for the processes related to procurement; conducts research in techniques to improve internal methods and procedures to enhance timely processing of all purchases.</p> <p>Assists in coordinating purchasing-related reports in BIS to gather a broad range of budget expense related information for reconciliations and other special statistical reports for management as needed; assists in coordinating the collection of statistical data, documents and reports finding in a structured and professional format. Identifies methods of improving operational efficiencies and takes appropriate action as necessary.</p>
10%	<p>Responds to questions from staff, stakeholders, suppliers, Purchasing Authorities, Accounting and provides updates to procurements and/or contracts in progress. Provides guidance, assistance and training to program staff and others when needed; participates in staff meetings and mandatory training; assists with special projects and performs standard business services assignments as directed by the Staff Services Manager I.</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
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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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		WORKING TITLE		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG
				COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE

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% 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.**

45%

Responsible for independently processing the most complex IT and non-IT procurements, including but not limited to: Leveraged Procurement Agreements, California Multiple Award Schedules, Statewide Contracts, Master Service Agreements, Software License Programs, Cooperative Agreements, Limit to Brand and Non-Competitively Bid Contracts.

Utilizing the Business Information System (BIS), creates requisitions for purchase orders for administrative and field related procurements, equipment maintenance and software license contracts; determines if items requested requires additional approvals/waivers and ensures all required documents, allocations, and coding are correct within the requisition; provides quality control to ensure compliance with Departmental policies, procedures and performance requirements; communicates with the vendor community and internal business partners on appropriate vendor form submissions and updates all vendor forms proactively; completes purchase requisitions in BIS and submits all documents to the appropriate Purchasing Authority by deadline for timely completion of

	<p>the procurement; monitors delivery and completion of purchase and completes Goods Receipt in BIS to ensure payment is issued to vendor.</p> <p>Maintains procurement workload in the SharePoint Procurement Activity Log and updates status and completes entries daily/weekly as required; conducts research and follow-up on procurements that become stalled in the development or approval process.</p>
25%	<p>Responsible for independently processing the most complex IT and non-IT procurements, including but not limited to: Leveraged Procurement Agreements, California Multiple Award Schedules, Statewide Contracts, Master Service Agreements, Software License Programs, Cooperative Agreements, Limit to Brand and Non-Competitively Bid Contracts.</p> <p>Utilizing the Business Information System (BIS), creates requisitions for purchase orders for administrative and field related procurements, equipment maintenance and software license contracts; determines if items requested requires additional approvals/waivers and ensures all required documents, allocations, and coding are correct within the requisition; provides quality control to ensure compliance with Departmental policies, procedures and performance requirements; communicates with the vendor community and internal business partners on appropriate vendor form submissions and updates all vendor forms proactively; completes purchase requisitions in BIS and submits all documents to the appropriate Purchasing Authority by deadline for timely completion of the procurement; monitors delivery and completion of purchase and completes Goods Receipt in BIS to ensure payment is issued to vendor.</p> <p>Maintains procurement workload in the SharePoint Procurement Activity Log and updates status and completes entries daily/weekly as required; conducts research and follow-up on procurements that become stalled in the development or approval process.</p>
20%	<p>Assists in creating and updating procedures manual(s), policies, and tools for the processes related to procurement; conducts research in techniques to improve internal methods and procedures to enhance timely processing of all purchases.</p> <p>Coordinates purchasing-related reports in BIS to gather a broad range of budget expense related information for reconciliations and other special statistical reports for management as needed; coordinates the collection of data, documents and report findings in a structured and professional format. Identifies methods of improving operational efficiencies and takes appropriate action as necessary.</p>
10%	<p>Responds to questions from staff, stakeholders, suppliers, Purchasing Authorities, Accounting and provides updates to procurements and/or contracts in progress. Provides guidance, assistance and training to program staff and others when needed; participates in staff meetings and mandatory training; assists with special projects and performs standard business services assignments as directed by the Staff Services Manager I.</p>

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