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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  |  | CURRENT |
|  |  |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| Salinas Valley State prison | 936-261-4707-xxx |  |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| Business Services | Business Service Assistant (S) |
| **WORKING TITLE** |
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| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
|  |  |  | Yes [ ]  No [ ]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Procurement |  |  |
| **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** |
| Under the direction of the Business Service Officer I, the Business Services Assistant will prepareContractual documents for review, which includes advertising, securing bids and preparing contractsAs needed. Will assist the Procurement Services Officer II in initiating purchase estimates, in general. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| This position will have the responsibility in the Contractual documents for review and ensuring that appropriate purchasing guidelines are maintained.  |
| **% 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.** |
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| 35%25%20%5%10%  | Determines whether CDC-STD 65’s submitted are completed properly and are within guidelinesEstablished by the State Administrative Manual (SAM), Purchasing Authority Manual (PAM),And the California Department of Corrections and Rehabilitation (CDCR) purchasing manual.The BSA is responsible for ensuring the typing, logging and distribution of the purchasing  documents. Checks and verifies current contracts are used, prices are accurate. Assists the Business Services Officer I in the preparation of contractual documents bye advertising Securing bids and preparing contracts for service and commodities for review. Creates and process Purchase orders throughout the institution.  Assists vendors and Regional Accounting Office (RAO) staff with inquiries in reference to purchases Price quotes, order status, and shipping instructions as needed. Assist employees throughout the  Institution with researching availability of vendors for needed commodities. Types letters and memorandums as directed, maintains purchase order files, ensures that documents are properly filed,  retrieves data when necessary. Answer telephone, takes phone messages and routes calls to the  appropriate departments. Responds to routine questions regarding procurement procedures, policies and standards. Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, and train others as necessary. Familiarize yourself and train inmates in SB198, Right to Know, and Hazard Communication Program. Perform other work as required and assist other craftsperson as the needs of Salinas Valley State Prison dictates. Other duties as assigned by the Business Services Officer I as needed.**Personnel Management *(PROPOSED STANDARD LANGUAGE IF SUPERVISORY/MANAGERIAL POSITION)***Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. |
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| 5%  | ***(PROPOSED STANDARD LANGUAGE ON ALL POSITIONS)***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.
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| **CONSEQUENCE OF ERROR** |
| * Example: 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.
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| **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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