

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-261-4707-003		MCR / HCR 1
DIVISION / UNIT BUSINESS SERVICES / PROCUREMENT		CLASSIFICATION TITLE BUSINESS SERVICE ASSISTANT (SPECIALIST)		
		WORKING TITLE BUSINESS SERVICE ASSISTANT (SPECIALIST)		
		TIME BASE / TENURE P / FT	CBID R01	WWG 2
LOCATION CHOWCHILLA		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 The Business Service Assistant (Specialist) (BSA) is responsible for performing a variety of technical and analytical business services activities.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Business Service Officer I, Supervisor (BSO I) and the indirect supervision of the Procurement and Services Officer II, the BSA is responsible for creating, reviewing and tracking Framework Purchase Orders, Standard Purchase Orders, Outline Agreement Purchase Requisitions, Non Purchase Order Payment Approval forms for Direct Pays and Revolving Fund Check Requests, maintaining the Services and Expense Order (S&E) log, reviewing invoices, and entering Goods Receipts into the Business Information System (BIS). The BSA will assist the BSO I with Outline Service Agreements ensuring that appropriate purchasing and service guidelines are maintained; log incoming and outgoing mail, and track invoices and log expenditures. As a BSA, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis.				
35%	ESSENTIAL FUNCTIONS Assists in the performance of technical and analytical business service work of average difficulty related to procurement functions (i.e. various commodities) to ensure quality services are provided using various resources (e.g., policies, procedures, best value, laws, rules, regulations, etc.) on a daily basis. Reviews various written documents (e.g., stock received reports, procurement, contracts, service and expense, petty cash, cell phone, pagers, etc.) for accuracy/completeness/compliance, coordinates/oversees contract maintenance to ensure fiscal and quality services are provided, coordinates the bid process to ensure all appropriate vendors are included for the identified scope of services/specifications, reviews bids submitted by vendors to determine certification and best value (cost/quality) for the services/specifications needed, prepares Contract/Purchase Delegation Orders to encumber funds from appropriate allotments and ensure compliance with applicable state purchasing rules and regulations, as needed.			
35%	Researches, analyzes and assists all divisions in the Institution in preparation and processing of contract and procurement documents. Maintains a working knowledge of the function of all documents pertaining to contracting and purchasing and staying abreast of the requirements of the California Code of Regulations, S.A.M., Public Contract Codes, CDC Operations Manual and Title 15 of the Director's Rules. Oversees the scheduling, preparation and coordination of service contracts, interagency agreements, lease agreements, master service			

20%	<p>agreements and other miscellaneous contractual documents. Monitors the flow of the procurement process for the timeliness of documentation from start to finish for products and services to ensure prompt receipt of payment, using various tools, aids, equipment and/or processes, as needed.</p> <p>Reviews procurement documents for compliance with departmental mandates, legal and/or approval requirements (e.g., standard form 204, DVBE/Small Business and business service forms, etc.,) on a daily basis. Prepares all documents that relate to the contract processes including advertisements, exemptions, sole sources, DVBE evaluations, transmittals and related documents that assure the timely approval of contractual agreements. Tracks all contractual documents and advises of status. Maintains departmental logs (e.g., S&E, purchase orders, contracts) to verify the requests of goods and services from various departments have been received by the procurement department, for accountability. Is responsible for the preparation and timely submission to CDCR Headquarters the quarterly 1428 and 8024, the semiannual Sole Source Report, the annual S10 and the Consulting Report.</p>
5%	<p>Maintains the confidentiality of the Procurement Office. Responsibility for meeting yearly In-Service Training requirements as required and attend On-the-Job training on various functions of the procurement process to expand knowledge, and ensure efficiency and compliance with established rules, regulations, etc., using various resources (e.g., knowledge, interpersonal skills, policies, procedures, etc.) as needed.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Performs 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. May perform other duties as directed.</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

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