CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office: Central office/Admin	**2. Unit/Industry/Enterprise:** Business Services Section
3. Classification Title: Business Services Officer I - Specialist	**4. Proposed Incumbent (if known):** Vacant(LT)
5. Current Position Number (Agency-Unit-Class-Serial): 063-042-4720-001	**6. Effective Date:**

7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the general supervision of the Chief of Business Services, the Business Services Officer I (Specialist) (BSO I) works in-conjunction with the Sustainability team lead, serves as the Health & Safety (H&S) coordinator for Central Office (CO) campus (which includes Camp 12), and performs the more difficult and complex technical and analytical work of the business services nature in a wide variety of functions.

8. Work Schedule: Monday-Friday 8-5pm

9. Percentage (%) of time performing duties:	**10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.**
	ESSENTIAL FUNCTIONS
40%	Oversight of all the buildings at the CALPIA CO, Camp 12, and the pump house. Coordinate and suggestion grounds maintenance with facilities staff (BSA, HFM, and M&R staff and/or outside contractors. Work in coordination with the Prison Industries Superintendent II M&R to inspect the central office campus buildings, access, report, and recommend replacement/repairs with a mind towards Sustainability. Maintains contract files for the central office maintenance, repair, H&S, and security. Work closely with the Sustainability team lead to provide statistics, performance, and narrative to the Roadmap.
20%	H&S coordinator for the CO campus. Organize and schedule the H&S committee's monthly meetings. Ensure compliance for CALPIA CO campus; trainings, inspections, compliance reviews and OSHA audits. Works with the CALPIA H&S compliance team to stay up to date on all aspects of H&S, regulation, and OSHA requirements. Completes monthly, weekly, and daily audits of H&S requirements at CO campus and audit others work.
20%	Monitor and maintain all aspects of the CO building security; performs alarm system modifications and repairs, CO key control policy, issues key cards per the policy, maintains key card logs and reports, initiates, monitors, and audits all aspects of the system performance. Oversight of the HVAC systems, generator maintenance, and fire suppression system across CO campus.
15%	Lead/train the BSA with fleet program and fleet card administration. Analyze, recommend, and implement any government/state regulations as it relates to CALPIA's fleet, recommend and secure new fleet vehicles per the Sustainability Roadmap. Responsible for various fleet reports; vehicle home storage permit reporting, vehicle usage reports, reports to DGS state vehicle driver accidents, records management programs and State-owned or leased motor vehicles. Complies, analyzes, and reports up to BSO II on the waste diversion report and recycle content purchasing report for the Roadmap.
	(Continued on Page Two)

9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
5%	**MARGINAL FUNCTIONS** Provides support to the Business Services section for procurement and other business services activities. Attend the Sustainability work group meetings (on-line or in-person), conferences, seminars, and trainings. Occasional travel to downtown or institutions may be required. Ability to set-up and breakdown sound system used for group meetings and graduations. Perform other duties int he Business Services area as assigned. Completes all In Service and job related training. **ADDITIONAL EXPECTATIONS** Persons appointed to this position are expected to have good attendance, punctual, and have excellent interpersonal skills with all levels of staff; courteously receive complaint call from employees on various facility needs and act to mitigate problems in these areas; and utilize office equipment and supplies effectively and economically, and able to lift 10-15 lbs.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME: Vacant	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Nannette Chester	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: CW 9/30/2025		