

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-261-4707-001		MCR / HCR	
DIVISION / UNIT Business Services / Procurement		CLASSIFICATION TITLE Business Service Assistant (Specialist)			
		WORKING TITLE Business Service Assistant (Specialist)			
		TIME BASE / TENURE PFT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Soledad, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
Under the direction of the Business Service Officer I, the Business Services Assistant will prepare Contractual documents for review, which include advertising, securing bids and preparing contracts As needed. Will assist the Procurement Services Officer II in initiating purchase estimates, in general.					
GENERAL STATEMENT					
This position will have the responsibility in the Contractual documents for review and ensuring that appropriate purchasing guidelines are maintained.					

936-261-4707-001

% 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%	Determines whether CDC-STD 65's submitted are completed properly and are within guidelines Established 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.
25%	Assists the Business Services Officer I in the preparation of contractual documents by advertising Securing bids and preparing contracts for service and commodities for review. Creates and process Purchase orders throughout the institution.
20%	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.
5%	Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, and train others as necessary. Familiarize yourself and train incarcerated persons 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.
10%	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.
5%	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 PERSONAL CHARACTERISTICS	
• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.	
SPECIAL REQUIREMENTS	
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.	
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 timeline 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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