

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-4761-001		MCR / HCR 1
DIVISION / UNIT Business Services - Procurement		CLASSIFICATION TITLE Procurement and Services Officer II (CF)		
		WORKING TITLE Procurement & Services Officer II (CF)		
		TIME BASE / TENURE S01	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2026	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 This is the second supervisory level in the series. Under general direction, incumbents are responsible for directing the procurement and services operation in a large correctional facility. Typically, incumbents supervise a minimum of 10 civil service staff and 20 incarcerated individuals/youthful offender workers.				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Correctional Business Manager I, the Procurement and Services Officer II (CF) will supervise and direct the operations of the following departments: Warehouse, Procurement, Institutional Garage and Inmate Welfare Fund Canteen. Scheduled work hours are 0800 hours to 1600 hours, Monday through Friday. Days off are Saturday through Sunday and State observed holidays. Incumbent is responsible for ensuring that specified rank and file employees who fall under FLSA guidelines observe their designated lunch and rest breaks. Duties include but are not limited to the following:				
% 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%	Supervise and direct Procurement and Services staff and activities, including purchasing, receiving, warehouse and clothing room operations and material distribution; review and prepare performance reports for approximately twenty-five staff; prepare receipts and process Service and Expense Orders; in coordination with the Department of General Services Legal Section, monitor contract and contract performance; administer all purchasing activities for all institution departments and divisions; develop procedures for General Services guidelines and Department of Corrections policies; review and make recommendations for improvements to satisfy institutional procurement requirements.			
15%	Supervise and direct institution canteens; formulate and implement policies and procedures; research and answer all incarcerated individual's appeals.			

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15%	Supervise and direct the service, repair and issue of institution automotive equipment; prepare monthly and annual reports; register vehicles; develop policies and procedures and make recommendations for improvements to satisfy CDC requirements; develop and maintain vehicle accident reports.
10%	Responsible for the operation of the property control system for equipment and services described in the State Administrative Manual responsible for the development of operational procedures and implementation of the CDC Bar Code Inventory System.
10%	Responsible for the purchase and procurement of goods and services in accordance with budgetary requirements and coordinating fund expenditures, integrity and accounting requirements with the Accounting Officer; responsible for coordination with Central Office, Department of Corrections, Department of General Services, Procurement, Office of State Architecture and other agencies as needed; coordinate all procurement functions and activities with all levels of institution staff and custody and service units.
10%	Prepare and/or review all necessary reports and correspondence; respond to audit recommendations; conduct training for all Procurement staff; attend and participate in In-Service Training and classes on new procedures and interpret to institutional management and staff; may act as Correctional Business Manager I (DOC).
05%	Participate in appropriate In-Service Training; perform other related duties as required.
	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, 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 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

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