

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)	MCR / HCR		
CALIFORNIA CORRECTIONAL INSTITUTION	054-261-4707-001	1/D		
DIVISION / UNIT	CLASSIFICATION TITLE			
ADULT INSTITUTIONS/REGION IV	Business Service Assistant, Specialist			
	WORKING TITLE			
	Business Service Assistant			
	TIME BASE / TENURE	CBID	WWG	COI
		R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
TEHACHAPI			7/1/2026	

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

The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:

1. Providing opportunities for these incarcerated persons to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and
2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.

GENERAL STATEMENT

Under the direct supervision of the Business Service Officer I, the Business Services Assistant (BSA) will perform a variety of less technical and analytical activities such as, process of Service and Expense Orders; track and maintain copies of service contracts;

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complete Contract Renewal Requests; reconciliation of Regional Accounting Office and Procurement encumbrances; complete various reports such as: The STD-815 for Small Business and Disabled Veterans Business Enterprise (SB/DVBE), Recycling Report, etc.; compile documentation for routine reimbursement billing; assist staff in preparing Purchase Requisitions; complete Purchase Orders in the Business Information System (BIS); assist and train staff in preparing purchasing documents.

% 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.
25%	Responsible for tracking and monitoring utilization of photocopiers and assist staff in ordering service and supplies; prepare copier service agreements as required; completion of annual reports for SB/DVBE and Exempt from Non-Competitive Bid. The BSA will identify and input all orders five-thousand dollars or more into FISCAL. Assist in inputting Purchase Orders as required.
25 %	Responsible for distribution, tracking, and maintaining copies of various service contracts; complete quarterly Contract Renewal Requests; prepare annual Consulting Contract report; review and track pending contracts from Associate Warden, Business Services' monthly service contract activity list; review submittals of contracts. Ensure that all required paperwork and scope is attached. Review invoices for agreements for copier maintenance.
25%	Reconciliation of Procurement and Regional Accounting Office (RAO) encumbrances; compile documentation to be forwarded to RAO for routine reimbursement billing; track budget expenditures for sensitive Object Codes and special funds; assist Budget Analyst with budgetary duties; verify Object Code and PCA code on all purchasing documents. Prepare documents such as the STD-810 SB/DVBE report, Non-Competitively Bid Report, and Recycling Report.
20%	Responsible for processing of Service and Expense Order/Direct Pay (S&E/DP) which includes routing for approval, determine if submitted S&E/DP request is completed properly and are within guidelines established by the State Administrative Manual and the CDC Contracting Guidelines; assign S&E/DP number; type, route for signatures and distribute accordingly; fax RAO the S&E/DP log on a weekly basis; submit annually the S&E/DP log to Headquarters for audit purposes; provide training to staff on proper completion of S&E/DP request forms. Annually prepare materials and teach In Service Training course for all staff in proper completion of the System Applications and Products (SAP) Purchase Requisition (PR).
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. Attend Annual In-Service Training. Perform other duties as required.

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.

Knowledge and Abilities:

Knowledge of: English grammar and punctuation; principles and practices of public administration; financial record keeping; and office and automotive equipment and supplies.

Ability to: Communicate effectively; learn rapidly; follow directions; analyze data accurately; reason logically; maintain the confidence and cooperation of those contacted during work; and utilize good work habits.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: This position in non-supervisory but may act as a lead over lower level staff.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: A Business Services Assistant (BSA) must have one year experience in the California state service performing duties comparable to those of an Office Assistant (General), Range B, or Management Services Assistant; or one year experience in a technical capacity with responsibility for one or a combination of business service activities such as accountability and maintenance of office and industrial equipment, major building maintenance, managing of office and industrial property. (Experience in California state service applied toward this requirement must include one year performing the duties of a class comparable to Office Assistant (General), Range B.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write routine reports and correspondence; and to present information and communicate effectively in one-on-one situations to vendors and other employees and spell correctly.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide, as well as calculate figures and amounts such as discounts, interests, and percentages.

REASONING SKILLS: Ability to learn rapidly; follow directions; analyze data accurately; and reason logically.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Knowledge of principles and practices of public administration; financial record keeping; and office and automotive equipment and supplies. Ability to respond appropriately to changes in the work setting; maintain the confidence and cooperation of those contacted during the course of work; and utilize good work habits.

OTHER QUALIFICATIONS: Ability to evaluate and determine proper purchasing documents and ability to effectively type correspondence, forms, lists and create tracking reports.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A:	Activity or condition is not applicable

Standing: Frequently - stands for brief periods of time while communicating with employees, photocopying, or retrieving files.

Walking: Frequently

Sitting: Constantly - sits at a desk utilizing the computer, typewriter, telephone, adding machine, or reviewing documents. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts up to 10 lbs. of office materials, files or projects to be completed or copied. Incarcerated worker assistance is usually available for heavier lifting.

Carrying: Occasionally - will pick up, deliver, or expedite materials and forms for signature.

Bending/Stooping: Occasionally - bends/stoops when filing or retrieving supplies from lower shelves.

Reaching in Front of Body: Frequently - will reach forward to access the computer or printer, typing, utilizing a calculator or telephone, and while photocopying.

Reaching Overhead: Occasionally - may reach overhead for files or supplies stored on the top shelf of a cabinet.

Climbing: Occasionally

Balancing: N/A.

Pushing/Pulling: Occasionally - will push or pull on desk drawers or when retrieving files from cabinets.

Kneeling/Crouching: Occasionally - may crouch to reach for files on the bottom shelf.

Crawling: N/A

Fine Finger Dexterity: Constantly - utilizes fine finger dexterity when typing, inputting on a computer, utilizing a calculator, writing notes, filling out forms, photocopying and faxing, and reviewing/creating files.

Hand/Wrist Movement: Constantly - utilizes in the above noted manner and also for carrying mail, files and projects in the office.

Hearing/Speech/Sight: Constantly - must be able to hear and communicate effectively when working with vendors, supervisors and incarcerated individuals. Sight is required for acquisition of written information and utilizing office machines.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The BSA works in a thermostatically controlled office area on a cement foundation.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Computer, copier, calculator, stapler, printer, date stamp, hole punch.

COMMENTS: Work hours are 0700 - 1500, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and by observation of the duties as they are currently performed.

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

- 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