

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Business Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-58X-5157-XXX	MCR / HCR 1	
DIVISION / UNIT Division of Administrative Services Office of Business Services Business Management and Procurement Branch Procurement Section	CLASSIFICATION TITLE Analyst I		
	WORKING TITLE Analyst I		
	TIME BASE / TENURE Perm/FT	CBID R01	WWG 2
LOCATION Sacramento	INCUMBENT		EFFECTIVE DATE May 2026
CDCR'S MISSION and VISION			
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 STATEMENT			
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (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 Division of Administrative Services (DAS) is responsible for statewide support service functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs.			

GENERAL STATEMENT

The Office of Business Services (OBS) provides overall administration of the California Department of Corrections and Rehabilitation (CDCR) non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. OBS ensures that departmental agreements are executed in compliance with State laws and regulations. OBS is comprised of the Business Management and Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as the CDCR Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.

Under the supervision of the Supervisor I, the incumbent performs less complex analytical duties as follows:

% 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%	Under direction and guidance, develop, review, analyze, and process a diverse workload of standard and less complex non-information technology (non-IT goods) procurements in accordance with Public Contract Code (PCC), Government Code (GC), the State Contracting Manual (primarily Volume II), the State Administrative Manual (SAM), and department operating policies and purchasing guidelines. Procure materials and equipment needed through various procurement methods prescribed by the department's delegated Purchasing Authority Approval Letter (Open Market Competition, Small Business/Disabled Veteran Business Enterprise Option, Fair & Reasonable, Leveraged Procurement Agreements, California Correctional Training and Rehabilitation Authority, Non-Competitive Bid, etc.). Solicit price quotes from vendors via Request for Quotation (RFQ) procurement process.
35%	Provide technical guidance and consultation to internal and external customers while working directly with CDCR programs, vendors, control agencies, and team members on a wide variety of procurement needs and requests. Identify and resolve complex procurement issues and provide recommendations to management, staff, and programs on the use of appropriate procurement methods and documentation. Collaborate with programs to ensure all required documentation and authorizations pertaining to the procurement are received. Manage the procurement processing timelines and overall workload; elevating issues as needed to ensure timely resolution. Ensure file closeouts are accurate and completed timely.
15%	Make timely and accurate entries into databases and spreadsheets routinely to ensure all procurement processing activities are completed and recorded. Maintain electronic file organization in accordance with internal guidelines and procedures.
10%	Attend meetings with departmental staff and participate in determining the most effective procurement approach for major purchases. Prepare reports, procurement documents, and correspondence pertaining to procurement activities. Other duties as required.
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 individuals, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
Errors can lead to time loss and significant delays in program production, which can result in inefficient use or misdirection of department resources. These delays can prevent the program from executing procurements timely and result in various negative financial impacts, or legal liabilities. Delays may result in departmental non-compliance with statewide mandatory reporting.		
WORK ENVIRONMENT		
The position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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	WORKING TITLE Analyst II			
	TIME BASE / TENURE Perm/FT	CBID R01	WWG 2	COI Yes ☒ No ☐
LOCATION Sacramento	INCUMBENT		EFFECTIVE DATE May 2026	
CDCR'S MISSION and VISION				
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.				
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% 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%	Independently develop, review, analyze, and process a diverse workload of standard and less complex non-information technology (non-IT goods) procurements in accordance with Public Contract Code (PCC), Government Code (GC), the State Contracting Manual (primarily Volume II), the State Administrative Manual (SAM), and department operating policies and purchasing guidelines. Procure materials and equipment needed through various procurement methods prescribed by the department's delegated Purchasing Authority Approval Letter (Open Market Competition, Small Business/Disabled Veteran Business Enterprise Option, Fair & Reasonable, Leveraged Procurement Agreements, California Correctional Training and Rehabilitation Authority, Non-Competitive Bid, etc.). Solicit price quotes from vendors via Request for Quotation (RFQ) procurement process.
35%	Act as lead and subject matter expert for departmental staff, management, and external customers on procurement processes/procedures. Provide technical guidance and consultation to internal and external customers while working directly with CDCR programs, vendors, control agencies, and team members on a wide variety of procurement needs and requests. Identify and resolve complex procurement issues and provide recommendations to management, staff, and programs on the use of appropriate procurement methods and documentation. Collaborate with programs to ensure all required documentation and authorizations pertaining to the procurement are received. Manage the procurement processing timelines and overall workload; elevating issues as needed to ensure timely resolution. Ensure file closeouts are accurate and completed timely.
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