

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Administration/CALCTRA			
2. Enterprise/Unit: Business Services Section			
3. Classification Title: BUSINESS SERVICE OFFICER II (SPECIALIST)			
4. Working Title: Business Services Officer II (Specialist)			
5. Position Number (Agency-Unit-Class-Serial): 063-042-4970-001	6. CBID: R01	7. WWG: 2 (Non-Exempt)	8. Working County: Sacramento
9. Tenure: Permanent		10. Time Base: Full-Time	
11. License Requirement: N/A - Not Applicable		12. Endorsement Requirement:	
13. Retirement Category: Industrial		14. Work Schedule: Monday – Friday (8:00am-5:00pm)	
15. Incumbent Name (If known): Vacant		15a. Effective Date:	
16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Manager II, Chief of Business Services, the Business Services Officer II (Specialist) will lead the Sustainability Team, lead the Health & Safety efforts at Central Office, and lead all Modular System furniture reconfigures, project planning, and engage Construction, and Maintenance & Repair in a Sustainable way.			
17. Percentage (%) of time performing duties: 35%	18. 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. <u>ESSENTIAL FUNCTIONS</u> Lead the Sustainability Team of Business Services Officer I Specialist, and Business Services Assistant in all the Sustainability efforts for CALCTRA Responsible for all DGS office of Sustainability and Roadmap development, planning, submission, and executing approved efforts for CALCTRA which include zero emissions fleet, water, energy, renewable energy, green house emissions, and recycle programs. Analyze all Senate and Assembly bills, management memorandums, and executive orders that relate to Sustainability and apply the language to CALCTRA project efforts. Engage the Executive team and all CALCTRA in the Sustainability efforts and how they impact the enterprises across the State. Attend Sustainability work group meetings, conferences, and workshops. (Essential Functions Continued on Page 2)		

DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. 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.
	<u>ESSENTIAL FUNCTIONS</u> 30% Lead and train staff that support the Sustainability Team and H&S efforts of Central Office. Train staff to complete annual control agency reports (i.e., Contract Status, Small Business, Recycled Purchasing, Waste Diversion, and DVBE) and correspondence relating to procurement services. Maintain and update an automated tracking system for Service and Expense Orders and Service Contracts. Ensure all data is migrated into the Sustainability Facility Data sheet. Recommend and prepare budget change proposals for Central Office projects for Capital projects, reconfigures, and Maintenance and Repair efforts. Track and be prepared to discuss budget expenses, CPIN project expenses, and request additional dollars as necessary. 20% Report the team's progress and individual contributions to the Chief. 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. Assist with recruitment efforts as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. 10% 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 time sheets by the due date. <i>(Marginal Functions on Page 3)</i>

DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. 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%	<u>MARGINAL FUNCTIONS</u> Attend a minimum of 40 hours in Service training annually that are related to this classification. Attend the Sustainability work group meetings (online or in-person), conferences, seminars, and trainings. Occasional travel to downtown or institutions may be required. Perform other Business Services duties as assigned. Review, update, create, and ensure adherence to ISO policies and procedures. <i>(Expectations & Requirements on Page 4)</i>

DUTY STATEMENT

ADDITIONAL EXPECTATIONS

Excellent organizational skills, excellent communication skills, excellent attendance and punctuality, a high degree of discretion, confidentiality, and integrity. This assignment is eligible for a hybrid telework schedule, however being on site may be required at times.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. 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.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Zoe Burton	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: JD 09/010/26		