

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-4722-VAR		MCR / HCR 1
DIVISION / UNIT Business Services/Procurement		CLASSIFICATION TITLE Business Service Officer I (Supervisor)		
		WORKING TITLE Business Service Officer I (Supervisor)		
		TIME BASE / TENURE LT/FT	CBID S01	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 9/17/2026
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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.				
GENERAL STATEMENT				
Under the general supervision of the Procurement and Services Officer II, CF, and under the indirect supervision of the Correctional Business Manager II, DOC, the Business Service Officer I (BSO I) is responsible for the planning, directing and supervising of more				

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complex functions of purchasing, contracts and support services for the fire camps and the institution at Sierra Conservation Center (SCC).

% 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.
40%	Responsible for developing and reviewing scopes of work, dollar amounts and time frames, legal requirements and attachments for contracts in support of SCC and the camps division. Responsible for gathering data required to process service agreements, to include scope of work and all vendor data information for advertising and solicitation of bids and all aspects of commodity purchases. Analyze information from the State Administrative Manual (SAM), the Department Operations Manual (DOM) and the California Department of Corrections and Rehabilitation (CDCR) Office of Business Services Procurement Handbook to determine the best method for purchasing commodities or services. Responsible for the guidance of procurement staff with difficult or unique purchase requests and handle the most complex purchases. Supervise Procurement staff who are responsible for the solicitation of bids and identifying and developing bidder lists for purchasing. Prepare reports required by control agencies such as the Records Management Report, Small Business Report, and Service and Expense Order Logs. Ensure that Small Business requirements are followed and the annual required percentage is met for all purchases and contract needs. Assist in the preparation of the yearly Schedule 9, Equipment Budget Request. Prepare Procurement Summary report. Contact vendors and/or their agents to find out what commodities and services the vendors offer.
35%	Act as a liaison between Institution staff and staff at SCC Fire Camps and their commanders, and the Regional Accounting Branches by researching, evaluating and answering more complex technical services required. Act as a liaison between SCC, Department of General Services (DGS) and Office of Business Services (OBS) in resolving billing, reimbursement and operational problems to ensure timely payment of invoices. This position is responsible for the contract renewals for camp services and institution contracts to include but not limited to, solid waste, pest control, fire alarm services, kitchen hood cleaning, wastewater certifications and inspections.
15%	Complete Reports of Probationary Performance and annual Performance Appraisal Summary reports for subordinate staff. Directly plan, assign, and review the work of staff performing business service functions. Evaluate operational procedures and make recommendations to management regarding methods of improvement.
5%	Act in the absence of the Procurement Officer. Serve as the back up to the other BSO I. Other job-related duties as needed.
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

- 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