

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-261-7208-001		MCR / HCR 1 / H	
DIVISION / UNIT Business Services Division		CLASSIFICATION TITLE Correctional Business Manager I, DOC			
		WORKING TITLE Correctional Business Manager I, DOC			
		TIME BASE / TENURE P/FT	CBID S01	WWG E	COI Yes ☐ No ☐
LOCATION Administration Building		INCUMBENT		EFFECTIVE DATE	
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					
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					
Under the general supervision of the Business Services Division.					
GENERAL STATEMENT					
Under the direction of the Correctional Administrator, DOC (AWBS), the Correctional Business Manager I, DOC plans, organizes, and directs business services activities including budgeting and accounting, food preparation and service, procurement, supply and warehousing operations, data systems operations which includes the computer equipment repair and replacement, clothing issue and replacement, recycle and salvage program and canteen operations and Personnel Services. Assists in planning, establishing, administering, and integrating business services functions with other programs within the institution. Participates in the personnel selection process. Services as the Assistant Equal Employment Opportunity Coordinator (AEEOC) for High Desert State Prison.					
% 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%		Directs the preparation of the budget and quarterly estimates of materials, supplies and equipment, and maintains an effective budgetary control system. Supervises the preparation/administration of purchase and control of supplies and equipment. Administers and coordinates accounting services/functions through subordinate staff at the institution and the Regional Accounting Office. Directs the maintenance of Incarcerated individual Trust Fund and expenditures. Provides functional supervision of the Data Systems Operations for the Institution.			
25%		Directs and supervises the Human Resources functions. Directs the food services programs including food ordering, preparation, service, and security operations. Directs the clothing issue, repair, and replacement, and coordinates the contracting of laundry services. Directs the canteen operations, reviews, and approves items			

	requested by incarcerated individuals. Responsible for overseeing selection, training, and supervision of incarcerated individual workers assigned to business services functions and for related security practices.
25%	Confers with personnel in charge of various business services activities and advises them of related problems; recruits, selects, trains, and evaluates performance of subordinate staff and takes or recommends appropriate actions. Meets and confers with Incarcerated individuals Advisory Committees regarding services provided. Monitors and may investigate and/or respond to incarcerated grievances. Participates in initial incarcerated classification committee review when required.
10%	Serves as Administrative Officer of the Day on a rotating basis; makes decisions impacting both custody and Business Services functions. Confers with institutional and headquarters management on policies and procedures. Represents the institution at meetings on budget and fiscal affairs; may direct the compilation and preparation of statistical reports and other data. Represents the institution in meetings with other state agencies, contractors, and other parties; dictates correspondence and prepares reports. Covers for the AWBS in their absence.
10%	Functions as a member of the institution safety committee to resolve health and safety issues. Assisting with the development and maintenance of adequate safety programs. Assists the EEOC Coordinator in acting as the liaison between HDSP and the EEO Headquarters Office (HQ). Reviews EEO complaints and makes recommendations to EEO coordinator regarding situations.
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 prison incarcerated individuals, visitors, nonemployees, 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