CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Salinas Valley State Prison	936-261-7208-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Business Manager I			
	WORKING TITLE			
Business Services	Business Manager			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	S01		Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, California				

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

Business Services

GENERAL STATEMENT

The Correctional Business Manager I is under direct supervision of the Correctional Administrator, Business Services.

% 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%	Responsible for planning, organizing and giving overall direction and supervision to the following Business Services Departments/Areas: Food Services, Canteen, Personnel, Return to Work Office, Accounting, Budgets and Procurement and indirectly their staff. Direct Business Services staff with regards to appropriate practices and procedures for each specific dictate; ensure that all appropriate laws, rules and regulations pertaining to Business Services systems, functions, organization and procedures are in place.
25%	Directly supervises the institution budget analyst. Responsible for overall budget preparation and fiscal integrity. Directs the preparation of the budget and quarterly estimates of materials, supplies, and equipment required for maintaining and operating the institution. Maintains an effective budgetary control system; supervises the preparation and administration of contracts, purchase orders and control of supplies and equipment.
20%	Directly supervises the Return to Work Office. Provides oversight relative to injury/illness and employee performance relative to cases. Is responsible for monitoring the Return to Work Program, Workers' Compensation Insurance Program, Fitness for Duty, Early Intervention Program, Employee Assistance Program, Title I American with Disabilities Act Program, and track and monitor Workers' compensation cost.
10%	Serves as Administrative Officer of the Day in the absence of the Warden on a rotating basis; makes decisions impacting both custody and business services functions. Confers with the Warden on business management policies and procedures and recommends appropriate revisions.
10%	Responsible for reconciliation of Post Assignment schedule. Appears as representative of institution at meetings. Conduct staff meetings; participates in training including IST and is responsible for preparation of reports, correspondence and records.

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

- Example: 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