CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California Health Care Facility (CHCF)	190-239-7208-939			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Business Manager I, DOC			
	WORKING TITLE			
Division of Adult Institutions Administration	Correctional Business Manager I, DOC			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

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

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the direction of the Associate Warden Business Services (AWBS), this position will be responsible to assist in formulating business management policies and to direct and coordinate Business Services functions for the institution. The Correctional Business Manager I (CBMI) will have direct supervision over the following functions/departments: Accounting (includes IWF), Procurement (includes Warehouse, Canteen, and Auto Pool), and the Budget Analyst. The CBMI will confer with the AWBS on general policies and procedures. He/she will assist in preparation of the budget and quarterly estimates for materials, supplies, and equipment

required for the institution, and must be able to plan, direct, and integrate business services functions with other programs at the institution. The CBMI will also work with headquarters staff and control agencies with problematic and procedural situations affecting institution operations.

% 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%	Supervision of the following functions and departments: Accounting, Procurement, Warehouse, and Budgets. Closely works with individual section heads, helping to ensure their effectiveness. Monitors the institution's spending plan, hiring, vacancies and position authority, return to work program, preventive maintenance program and ongoing equipment replacement needs. Supervises the preparation of the institution's fiscal review packages. Oversees the complete, review, and submission of Budget Concept Statements and Budget Change Proposals. Reviews and critiques each purchase requisition to ensure it meets the operation needs of the institution and makes fiscally sound decisions surrounding institutional spending. Works closely with the Budget Analyst in the formulation of the Monthly Budget Plan (MBP) and the Budget Forecasting Function (BFF) through the Systems, Applications, and Products (SAP) Graphical User Interface (GUI) and Business Information System (BIS) Portal. Completes the MBP and BFF in the absence of the Budget Analyst. Conducts multiple transactions, reviews reports, and conducts analytical operations within SAP GUI and the BFF.
30%	Prepares annual and quarterly estimates of materials, supplies, and equipment required for maintaining and operating the institution. Participates in budget preparation and administration with the AWBS and other designated staff. Anticipates needs in areas of Facility Operations, Procurement, and prepares budget requests to meet these needs. Develops, reviews, and evaluates policies and procedures for operational effectiveness and adherence to legal statutes and guidelines, recommending changes and revisions as necessary. Provides solutions to executive staff in matters of internal operations of areas supervised. Provides information to executive staff on budget constraints and projects. Prepares performance evaluations on staff supervised. Analyzes situations and provides solutions, when required.
15%	Assists the AWBS with various duties. Acts as relief for the AWBS and may assume supervision responsibilities of all Business Services section heads, as deemed appropriate. Responds to special reports and projects.
10%	Train new Business Services staff with regard to appropriate practices and procedures for each specific dictate; ensuring that all appropriate laws, rules, and regulations pertaining to business services systems, functions, organization and procedures are in place. Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: 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. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Attends various meetings as directed by the AWBS. Serves as the Administrative Officer of the Day. 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. **KNOWLEDGE AND ABILITIES** *Knowledge of:* Principles of public and business administration; principles, practices and problems involved in managing the business services of a correctional facility, including employee supervision and training, budgeting and accounting, data processing, contract management, personnel, health and safety, food preparation and service, procurement, supply and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement and linen exchange operations; canteen operations.

Ability to: Leadership ability; tact; emotional maturity and stability, as well as an objective understanding of the problems of correctional institution incarcerated persons.

DESIRABLE QUALIFICATIONS

Special Personal Characteristics: Persons appointed to these classes must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or incarcerated persons. In emergency situations, the CBM I may be required to disarm, subdue, and apply restraints to an incarcerated person; run to the scene of a disturbance or emergency; run up or down stairs; defend self against an incarcerated person armed with a weapon; prevent escapes and injury by incarcerated persons to themselves, employees and to property; and fire weapons in combat/emergency situations.

SPECIAL PHYSICAL CHARACTERISTICS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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