

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Business Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-582-5402-XXX	MCR / HCR 1	
DIVISION / UNIT Division of Administrative Services Office of Business Services Contracts Management Branch	CLASSIFICATION TITLE Analyst III		
	WORKING TITLE Analyst III, SB-DVBE Advocate		
	TIME BASE / TENURE Perm/FT	CBID R01	WWG 2
LOCATION Sacramento	INCUMBENT		EFFECTIVE DATE January 2026
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 STATEMENT			
<p>California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (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.</p> <p>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.</p>			
DIVISION OVERVIEW			
The Division of Administrative Services (DAS) is responsible for statewide support service functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs.			
GENERAL STATEMENT			
The Office of Business Services (OBS) provides overall administration of the California Department of Corrections and Rehabilitation (CDCR) non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. OBS ensures that departmental agreements are executed in compliance with State laws and regulations. OBS is comprised of the			

Business Management and Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as the CDCR Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.

Under the direction of the Manager II, Office of Business Services (OBS), Contracts Management Branch (CMB), the incumbent functions as the subject matter expert for planning and oversight of the Department's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) programs and is responsible for performing work in a variety of analytical staff services assignments in the areas of contracting and procurement, legislation review, and special assignments. The incumbent performs more complex analytical duties as follows:

% 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.
30%	Develop and implement the Department's SB/DVBE Business Plan and procedures to ensure compliance with applicable laws, policies, and executive orders (Public Contract Code Sections 10111, Government Code 14835-14843; State Contracting Manual Volumes (SCM) 1 and 2). Advise internal stakeholders on SB/DVBE program requirements and identify innovative solutions to increase SB/DVBE participation. Serve as the Department's liaison to the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS), other control agencies, and as the principal liaison to SB/DVBE vendors, providing guidance on SB/DVBE certification processes and promoting procurement and contracting opportunities. Provide consultation to program areas and host monthly conference calls on topics such as, the interpretation and implementation of SB/DVBE policies, best practices, and finding underutilized vendors. Identify and connect SB/DVBE vendors to internal stakeholders for procurement or contract opportunities. Respond to vendor inquiries, promote vendor engagement, and resolve complaints or concerns. Represent the Department at internal and external SB/DVBE related meetings and events, such as the SB Council meetings, DVBE Advisory Council meetings, Department solicitation conferences, and DGS-sponsored advocate forums.
25%	Oversee the Department's implementation of the SB/DVBE incentive program by managing the STD 817 process to ensure vendors submit the required documentation prior to release of the final payment. Enforce the Department's authority to withhold up to \$10,000 from the final invoice in accordance with PCC §10115 and SCM. Coordinate with accounting staff, program areas, and vendors to enforce compliance, and resolve discrepancies. Manage communications to vendors and internal stakeholders by initiating email notifications and hosting conference calls to clarify requirements, deadlines, and procedures.
20%	Analyze and monitor the department-wide SB/DVBE participation data using FI\$Cal, Cal eProcure, SAP, and Excel-based tracking tools to assess performance and identify underutilization trends. Meet with program areas to review SB/DVBE reports and SAP data to ensure compliance with participation and reporting requirements. Develop and maintain tracking methodologies and dashboards to produce accurate reporting metrics. Utilize SharePoint as the primary platform for all work-related tasks, ensuring documents, reports, and files are consistently maintained, updated, and accessible. Maintain the SB/DVBE document library in SharePoint and serve as content manager for CDCR's external SB/DVBE website pages to ensure information remains accurate, timely, and compliant with statewide standards. Prepare and submit mandated reports to the Department of General Services and other control agencies.
10%	Lead and support special projects and priority initiatives assigned by OBS leadership. Conduct in-depth research and develop recommendations on priority topics as directed by leadership. Collaborate with OBS leadership on the completion of complex administrative assignments, such as Governor's Office correspondence, control agency requests, and high-level policy deliverables. Prepare executive-level briefing materials, issue memos, and presentations for internal and external stakeholders. Serve as a liaison between the Department and control agencies on high-impact initiatives. Collaborate with internal and external stakeholders to develop and design tools, handbooks, guides, procedures, reports, and recommend solutions that align with Departmental operations and strategic goals. Review, research, and analyze proposed legislation, statewide policies, and regulatory changes to determine potential operational, fiscal, and programmatic impacts to the Department. Interprets laws, rules, and regulations and advises leadership on implementation requirements. Develop implementation plans, procedures, and operational adjustments to comply with enacted legislation or policy changes.

10%	Develop, write, and maintain training curricula, materials, and tools (e.g., PowerPoint presentations, training guides, job aids, and lesson plans) to support OBS initiatives and departmental operations. Deliver virtual and in-person training sessions to internal staff, external stakeholders, and vendors. Design and distribute outreach and communication materials (e.g, flyers, FAQs, e-mail notices, brochures and newsletters) to promote program awareness, ensure policy understanding, and encourage participation. Ensure training content remains current, accessible, and aligned with departmental goals and policy updates.
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 individuals, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in non-compliance with state laws, policies, and legislative mandates related to SB/DVBE participation. Failure to comply may lead to inaccurate reporting, missed participation goals, and potential audit findings from oversight agencies. Such outcomes may delay procurement and contract execution, cause misallocation of departmental resources, and undermine the Department's ability to meet operational objectives. These consequences can result in financial losses and reputation damage both internally and with external stakeholders, including control agencies.

WORK ENVIRONMENT

The position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.

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
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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
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