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
Office of Business Services	065-583-4800-003			1
DIVISION / UNIT	CLASSIFICATION TITLE			
Division of Administrative Services Office of Business Services Business Management and Procurement Branch Fleet Management and Acquisitions Section Fleet Management Unit	Supervisor I			
	WORKING TITLE			
	Supervisor I			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT			EFFECTIVE DATE
Sacramento				October 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

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.

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 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 supervision of the Supervisor II (Sup II), Chief of Fleet Management and Acquisitions Section, the incumbent provides supervision, direction, and guidance to the Fleet Management Unit (FMU) staff and has responsibility for development and management of the owned and leased vehicle and mobile equipment fleet of CDCR. Primary responsibility includes supervision of CDCR's fleet management operations. This includes developing and oversight of fleet policies, processes, inventory management, fleet data system of record management (SAP), and fleet reporting to control agencies. This position has oversight and coordination of the fleet leasing and acquisition process as well as fleet transfer and survey process. The incumbent performs more complex analytical duties including but not limited to:

% 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%	Provide direct supervision of FMU staff. Staff functions include the development, maintenance, and adherence to statewide standards, policies, practices, and reporting requirements pertaining to fleet, as well as oversight of the automated system of record for fleet management and the department annual fleet acquisition plan(s). Oversee CDCR fleet management operations including program support and effective training of staff and customers. Liaison with OBS management, the field, and the Department of General Services (DGS) on fleet management issues and processes.
20%	Review and/or develop written policies and procedures to carry out fleet management operations and provide departmental oversight of policies and programs. Act as a departmental liaison with control agencies for CDCR fleet management. Develop and maintain expertise in fleet management processes, practices, control agency and any other related regulations and requirements. Maintain accurate and up to date CDCR Fleet Handbooks and policies incorporating DGS fleet requirements and CDCR fleet policy and process expectations.
20%	Assign, track, and review all fleet management workload. Ensure all internal and external statewide reports and projects are completed timely. Ensure staff and field staff are apprised and trained of all fleet related regulations and requirements. Monitor and report compliance with all required and ad hoc reports, perform oversight and maintenance of the CDCR Systems Applications Products (SAP) database, DGS Fleet Asset Management System (FAMS) database for all required fleet reporting data, etc.
10%	Responsible for ensuring processes are in place to meet due dates for all fleet management projects and deliverables including, but not limited to, control agency fleet reports, and intra-department needs. Responsible for monitoring staff workload to maintain high productivity and accuracy.
10%	Perform effective recruitment, selection, task assignment, and evaluation of staff. Perform effective staff development and training. Perform timely assessment and projection of workload, staffing needs, and establishment of standards of performance for the unit. Responsible for the budget for unit activities, projects and staffing. Provide effective and timely training to unit and program staff and support to the various programs.
5%	**Personnel Management** 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%	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 time sheets 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 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 for replacing aging fleet assets, and varying degrees of negative financial impacts to the department.

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

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