CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California State Prison, Sacramento	284-261-4707-001			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Business Service Assistant (Specialist)			
	WORKING TITLE			
Business Services/Procurement	TIME BASE / TENURE	CBID	WWG	COI
	FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Represa, CA 95671				

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

Procurement supervises the purchasing and distribution of all materials, supplies, and equipment used in the institution

GENERAL STATEMENT

Under the supervision of the Business Service Officer I, the Business Service Assistant is directly responsible for processing all purchasing documents, requests for Purchase Order/Estimate Changes, printing, and reproduction requisitions.

% 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%	Process purchase requisitions, purchase orders, purchase estimates, State Contract orders, State Price Schedules, and printing and reproduction requisitions, ensuring that documents are processed and mandated documents are provided to the procurement department. Follow guidelines, assign purchase order and entering data into the computer program for purchase order tracking, expenditure codes, verifying authorized signatures, description, Small Business/DVBE quotes and mathematical calculations. Ensure that weekly, quarterly, and yearly orders are processed and submitted on time. Monitor the effective implementation of special purchasing agreements with other departments, such as blanket orders, open delegation orders, emergency orders, monetary limits, and performance period. Use the Business Information System (BIS) to review, create, and track Purchase Requisitions from throughout the institution. This includes checking purchase requisition paperwork for accuracy and adherence to policy requirements.
30%	Assist the Business Service Officer I with the processing of Service Expense Orders as per required procedures and guidelines in the State Administrative Manual, State Contracting Manual, and Department Operations Manual. Process Purchase Order Change Requests, ensuring the accuracy of price quotes. Email purchase orders to vendors in a timely manner to ensure purchase orders are delivered by required due dates. Distribute purchase orders to institutional staff by email. Review, process, and enter Good Receipts into BIS as needed.

15%	Maintain electronic Procurement files by ensuring all mandated documents are included.
10%	Initiate requests for Payee Data Record (Std. 204), Supplemental Vendor Payee Data Records, and Darfur Forms to ensure the vendors are in compliance.
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. Attend a minimum of 40 hours of In-Service Training (IST) annually.

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 people, 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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: **EITHER I:** One year of experience in the California state service performing duties comparable to those of an Office Assistant (General), Range B, or Management Services Assistant. **OR II:** One year of experience in a technical capacity with responsibility for one or a combination of business service activities such as accountability and maintenance of office and industrial equipment, major building maintenance, managing of major commercial properties, or fiscal management and accountability of office and industrial property. [Experience in California state service applied toward this requirement must include one year performing the duties of a class comparable to Office Assistant (General), Range B.]

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write routine reports and correspondence; and to present information and communicate effectively in one-on-one situations to vendors and other employees and spell correctly.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide, as well as calculate figures and amounts such as discounts, interests, and percentages.

REASONING SKILLS: Ability to learn rapidly, follow directions, analyze data accurately, and reason logically.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Knowledge of principles and practices of public administration; financial record keeping; and office and automotive equipment and supplies. Ability to respond appropriately to changes in the work setting; maintain the confidence and cooperation of those contacted during the course of work; and utilize good work habits.

OTHER QUALIFICATIONS: Ability to evaluate and determine proper purchasing documents and ability to effectively type correspondence, forms, lists and create tracking reports.

PHYSICAL DEMANDS: 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.

The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - stands for brief periods of time while communicating with employees, photocopying, or retrieving files.
Walking: Occasionally - walks to deliver or obtain signatures at the administration offices and very occasionally to the entrance of Folsom State Prison, although a shuttle is usually available for this purpose.
Sitting: Constantly - sits at a desk utilizing the computer, typewriter, telephone, adding machine, or reviewing documents. There is flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting: Occasionally - lifts up to 10 lbs of office materials, files or projects to be completed or copied. Inmate assistance is usually available for heavier lifting.
Carrying: Occasionally - will pick up, deliver, or expedite materials and forms for signature.
Bending/Stooping: Occasionally - bends/stoops when filing or retrieving supplies from lower shelves.
Reaching in Front of Body: Frequently - will reach forward to access the computer or printer, typing, utilizing a calculator or telephone, and while photocopying.
Reaching Overhead: Occasionally - may reach overhead for files or supplies stored on the top shelf of a cabinet.
Climbing: N/A.
Balancing: N/A.
Pushing/Pulling: Occasionally - will push or pull on desk drawers or when retrieving files from cabinets.
Kneeling/Crouching: Occasionally - may crouch to reach for files on the bottom shelf.
Crawling: N/A
Fine Finger Dexterity: Constantly - utilizes fine finger dexterity when typing, inputting on a computer, utilizing a calculator, writing notes, filling out forms, photocopying and faxing, and reviewing/creating files.
Hand/Wrist Movement: Constantly - utilizes in the above noted manner and also for carrying mail, files and projects in the office.
Hearing/Speech/Sight: Constantly - must be able to hear and communicate effectively when working with vendors, supervisors, and incarcerated people. Sight is required for acquisition of written information and utilizing office machines.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The BSA works in a thermostatically controlled office area on a cement foundation.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Personal computer, telephone, calculator, copier/fax machine, and vertical files.

COMMENTS: The work hours are 0700-1500, Monday-Friday. This schedule is subject to change at the discretion of the immediate supervisor to accommodate departmental needs.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and by observation of the duties as they are currently performed.