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
Office of Business Services	065-582-4800-XXX			D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor I			
	WORKING TITLE			
Division of Administrative Services Office of Business Services Contracts Management Branch	Supervisor I			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT			EFFECTIVE DATE
Sacramento				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

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 direction of the Supervisor II, the incumbent must adhere to all ethical practices and policies, current contract-related laws, policies, and procedures. The incumbent is responsible for various contract management activities in the CMB consisting of the following duties:

% 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%	Provide direction and oversight to staff in the processing of a diverse workload of Non-IT service contracts ranging from routine to highly technical and complex in accordance with Public Contract Code (PCC), Government Code (GC), the State Contracting Manual (primarily Vol. 1), the State Administrative Manual (SAM), and the departmental operating policies and procedures. Perform managerial review of contract documents throughout the contract life cycle and act as a subject matter expert for contract development processes. Oversee and direct the word throughout the contract life cycle from development, solicitation, award, execution, and closure of Agreements. Ensure all appropriate approvals and required documentation are obtained. Provide technical guidance and consultation to internal and external customers working directly with CDCR programs, vendors, control agencies, and team members on a wide variety of contracting needs and requests. Assist the team in resolving complex contracting issues and provide recommendations. Assist in ensuring timely responses from programs and elevate items as needed. Manage contract processing timelines and overall workload for your unit to ensure all assignments are processed within expected and required timeframes. Verify processes are managed consistently and efficiently reviewing contract language, track contract development, review and approve contracts, and ensure contracts are executed timely. Ensuring protest/disputes are handled efficiently, professionally, and timely. The incumbent manages the unit in accordance with correct and ethical management principles of administration, personnel management, supervision and regularly communicates the importance of customer service and how the mission of the division directly affects the mission and goals of the department.
25%	Assign new contracts, renewal, amendment, termination, and encumbrance adjustment requests timely for staff processing. Ensure all tracking logs, databases, and spreadsheets are updated timely with complete and accurate entries. Review late justification letters, Non-Competitive Bid (NCB) justification documents, response to protests, solicitation and bid packages and other required contract documentation to ensure documents are clear, concise, complete, and prepared in accordance with policy. Review and approve solicitations for public advertising, including any necessary addendums throughout the solicitation process. Review bid evaluations and awards. May facilitate meetings between contract analysts and program, Accounting, control agency personnel to address invoice payment, contractor performance of other related contract management issues throughout the duration of active Agreements. Review, approve, and release contracts and purchase orders in the system of record. Ensure statis is communicated to impacted parties within the Department and that final documents are distributed timely to all internal and external parties upon contract execution. Perform quality control and oversight of all work products within the unit. Review and assist in generating correspondence and establish meetings when needed to address or resolve items timely.

25%	Assess managed staff's ability to perform duties and identify gaps in skillsets needed for them to be successful in their assigned role. Establish and maintain expectations for staff performance, workload management and customer service focus. Provide active leadership to foster a workplace environment to promote collaboration, teambuilding, effective communication, and cross-training that is inclusive to all staff. Monitor and oversee workload via the workload tracking tolls, daily check-in meetings/huddles, one-on-ones, and unit meetings with managed staff. Provide direct consultative services to supervised staff on all aspects of contracting. Communicate and advise management on concerns about policy and compliance concerns. Maintain and foster a mindset of innovation and continuous improvement. Meet with upper management, colleagues, and various stakeholders to oversee and provide overall coordination of the more complex contract issues; newly mandated program contract needs; Create, review, revise policies, processes, and procedures to reflect system changes or to improve or update processes. Making recommendations to management with regards to contract, policies and procedures, and program contracting needs, requests, or concerns.
10%	**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

- Errors can lead to time loss and significant delays in program production, which can result in inefficient use or misdirection of department resources. These delays can prevent the program from executing contracts timely and result in various negative financial impacts, lapse of service in contracts, or legal liabilities.

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