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
Pelican Bay State Prison	394-261-4707-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Business Services Assistant (Specialist)			
	WORKING TITLE			
Procurement	Business Services Assistant (Specialist)			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, California			1/1/2026	

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 productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the supervision of the Business Services Officer I (Supervisor), the Business Services Assistant (Specialist) performs technical business service work of a routine nature in a variety of functions and assists in the performance of more difficult and complex technical and analytical Business Service work.

% 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%	Processes: Request for Quotations, Purchase Requisitions, Purchase Estimates and Purchasing Authority Purchase Orders (STD 65), Verification of Procurement Manual guidelines and expenditure codes; verifying authorized signatures, descriptions, Small Business/DVBE quotes and mathematical calculations. Processes Service and Expense Orders (S & E's) and Direct Pay/Non-Purchase Order requisitions, ensuring all regulations of purchasing and contracting are followed and that all appropriate documentation is received and maintained on file. Audit and process completed S&E's and contract invoices. As required, prepares various reports on a quarterly/annual basis.
30%	Maintains accountability of Procurement records. Reviews requests for orders or content of Scope of Services and ensures that appropriate bids were obtained or sole source documented. Types S&E orders and corresponding letters to vendors upon approval by the Procurement and Services Officer II. Process, verifies good receipt of invoices concerning BPO's and PO's. Process and maintain log of Direct Pays/Non-Purchase Orders. Process, verifies and forwards vehicle accident reports. Enters and updates required information into SCPRS on an as needed basis.
15%	Initiates requests for Payee Data Record (STD 204), DVBE Exemption Request (STD 816), and the Conflict of Interest Statement, to ensure Vendor compliance. Verifies SB/DVBE certification, as related to purchasing. Meet/confer with staff throughout the facility in assisting them in determining their needs and facilitate in meeting those needs. Provide training to the various departments in submitting requisition forms.
5%	Attends In-Service Training, conducts Procurement Department Safety meetings and in the absence of the Business Services Officer I (Supervisor), provides coverage as needed.
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. Other duties as required.

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

- Example: 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