CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Business Services	065-580-5157-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Division of Administrative Services Office of Business Services Administrative Services Unit	Administrative Services Analyst			
	TIME BASE / TENURE	CBID	WWG	CDI
	Perm/FT	R01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento			November 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 I, Administrative Services Unit, the incumbent performs the less 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%	**Public Records Act (PRA) Coordinator** - Serves as the Office of Business Services (OBS) Public Records Act Coordinator and with guidance administers all PRA requests received by OBS. Reviews, analyzes, and determines the availability and disclosability of requested records in accordance with applicable laws, regulations, and departmental policies. Serves as the primary liaison with the Office of Legal Affairs (OLA) regarding PRA matters and consults with legal counsel on complex disclosure issues. Maintains and administers the CDCR Public Records Portal by logging, tracking, monitoring, and responding to requests within statutory timelines. Coordinates the collection, review, and redaction of records containing exempt or confidential information. Assists requestors in identifying responsive records, explains record availability, and facilitates public inspection of records when applicable. Serves as OBS liaison and with guidance for litigation matters, subpoenas, and legal document requests. Coordinates Requests for Representation on behalf of OBS staff, gathers and distributes records requested by the Attorney General's Office, tracks legal holds issued through OLA, and ensures compliance with applicable preservation requirements. Represents OBS during monthly legal coordination meetings and provides guidance to management regarding legal and records related issues.
20%	**Budget Liaison** - Under supervision coordinates, analyzes, and monitors OBS budget activities to ensure expenditures remain within authorized budget authority. Develops and submits annual budget projections and fiscal forecasts through the Budget Forecasting Function within the Business Information System. Monitors monthly expenditures, identifies spending trends, researches fiscal discrepancies, resolves Availability Control issues, and recommends corrective actions to management. Evaluates projected operational needs, assesses funding impacts, and recommends budget realignments to support organizational priorities. Serves as the primary liaison between OBS, the Budget Management Branch, and the Accounting Office regarding budget, expenditure, and encumbrance matters. Coordinates annual Outstanding Encumbrance Balance reviews, processes expenditure transfers and encumbrance adjustments, and resolves fiscal reporting issues. Produces fiscal analyses, management reports, and ad hoc budget reports to support executive decision-making, Budget Change Proposals, and departmental fiscal reviews. Reviews and applies applicable fiscal laws, regulations, and departmental policies to ensure compliance and effective stewardship of public resources.
15%	**Business Operations Liaison** – With guidance coordinates business operations activities supporting OBS facilities, technology, telecommunications, workspace planning, and administrative infrastructure. Serves as the primary liaison with the Office of Facility Planning, Construction and Management (FPCM) regarding workspace modifications, space planning, building access, telecommunications changes, and facility-related service requests. Coordinates operational improvements and ensures timely resolution of facility concerns affecting OBS staff. Serves as the OBS liaison with the Office of Enterprise Information Services and Local Information Technology staff by coordinating enterprise service requests, troubleshooting technology issues, managing Remedy tickets, and facilitating deployment of technology resources supporting office operations and telework activities. Reviews and maintains security permissions to confidential file repositories to ensure compliance with departmental security requirements. Acts as the Single Point of Contact for cellular device management, including administration of Verizon wireless accounts, AirWatch device management, service plan changes, equipment refresh activities, and coordination of technical support services. Serves as the OBS administrator for CDCR Hub access and provides oversight of business operations-related contracts and invoice processing.

15%	**Training Coordinator** - Under supervision coordinates and administers employee training activities for OBS. Maintains training records and compliance documentation, schedules mandatory and job-related training, enters training completion data into the Learning Management System, and ensures departmental training requirements are satisfied. Serves as liaison with training providers and the Office of Training and Professional Development to facilitate employee registration and participation in training programs. Generates training reports and provides management with information regarding training compliance and workforce development needs.
5%	**Telework Liaison** – With guidance administers telework coordination activities for OBS. Reviews, tracks, and monitors telework agreements for new and existing staff to ensure compliance with departmental telework policies and procedures. Provides guidance regarding telework processes, coordinates with stakeholders to resolve telework-related issues, and responds to telework information requests, surveys, and reporting requirements. Assists with telework stipend inquiries and serves as the primary point of contact for telework program administration within OBS.
5%	**Ergonomic Program Coordination** - Under supervision serves as the OBS liaison with the Office of Employee Wellness regarding ergonomic accommodation requests. Reviews and submits workstation evaluation requests, coordinates implementation of approved recommendations, works with FPCM staff regarding workstation modifications, and facilitates procurement of approved ergonomic equipment.
5%	Performs administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time and submits timesheets by the due date.
5%	Special projects and other duties as assigned.

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 in judgment, data handling, communication, or execution of administrative responsibilities can result in operational inefficiencies, financial loss, breach of confidentiality, and non-compliance with policies and regulations.

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.*		
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