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	065-580-5393-804			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Division of Administrative Services Office of Business Services	Analyst I			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	R01	2	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

Division of Administrative Services (DAS) is responsible for statewide support services 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 Associate Director, the incumbent must adhere to all ethical practices and policies, current laws, policies, and procedures. The incumbent acts and leads on various OBS projects to ensure projects are designed to deliver the results expected and performs 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.
35%	Under direction and guidance, serve as project manager on high-level initiatives on behalf of the Associate Director to ensure projects are scoped, developed, and executed effectively by leading workgroups and facilitating meetings with internal and external stakeholders to ensure effective communication and progress tracking. Assist in the development of comprehensive project plans, tracking tools, and reporting dashboards using Microsoft Office Suite, SharePoint and other business applications to monitor timelines, milestones, and deliverables in compliance with departmental objectives.
25%	Under direction and guidance, conduct research on best practices, departmental policies and procedures, and state laws and regulations, such as the Public Contract Code (PCC), State Administrative Manual (SAM), and California Vehicle Code regulations, to perform analysis of departmental data, operational trends, and existing procedures related to OBS program areas to identify gaps and compliance risks in OBS program areas. Utilize Excel and Power BI to compose findings into actionable recommendations and present them to the Associate Director for strategic decision-making.
20%	Assist and advise management and/or higher technical staff in the development, review and revision of training content, policies, procedures, and informational materials, such as guides, bulletins, handbooks, and newsletters to educate staff on business processes, operations, and compliance requirements. Research regulatory updates and department-wide directives to maintain accuracy of materials. Conduct training sessions using Microsoft PowerPoint and Teams to support onboarding, change management, and process improvement initiatives.
15%	Create and manage centralized repositories for policies, procedures, forms, and other materials across OBS program areas and ensure timely updates in accordance with retention requirements and departmental standards. Maintain and administer OBS SharePoint sites and CDCR external OBS pages using Microsoft 365 tools and WordPress to ensure accessibility, consistency, and compliance with departmental content manager standards.
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 significant delays in project timelines and loss of time, which can result in financial impacts, compliance and legal issues, inefficient use or misdirection of departmental resources, potentially causing miscommunication or misallocation of funds. These mistakes can result in financial impacts, compliance issues, and legal liabilities for 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**

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25%	Independently conduct research on best practices, departmental policies and procedures, and state laws and regulations, such as the Public Contract Code (PCC), State Administrative Manual (SAM), and California Vehicle Code regulations, to perform complex analysis of departmental data, operational trends, and existing procedures related to OBS program areas to identify gaps and compliance risks in OBS program areas. Utilize Excel and Power BI to compose findings into actionable recommendations and present them to the Associate Director for strategic decision-making.
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