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
Sierra Conservation Center	099-261-4744-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Business Manager II			
	WORKING TITLE			
Business Services	Correctional Business Manager			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			10/9/2026	

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated persons, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated persons in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.

GENERAL STATEMENT

Under the direct supervision of the Correctional Administrator, DOC, Business Services, the Correctional Business Manager II, DOC (CBMII) has the responsibility for civil service staff and incarcerated people. The CBMII directs the work of a minimum of 100 civil

service staff and 300 incarcerated person workers engaged in canteen operations, clothing distribution, food preparation, laundry services, mail processing, fleet management, procurement, accounting, budgets, sanitation, and warehousing including receiving, inventorying and distribution of all goods for a large, complex institution, four warehouses, and 27 remote conservation camps using effective management skills to achieve operational efficiency on a daily basis. The CBMII will interpret and apply policies and procedures governing business services related issues using Department Operations Manual (DOM), Director's Rules, State Administrative Manual, California State Government Code, California Code of Regulations (CCR), administrative directives, etc., to ensure effective program operations in compliance with State/Federal law and court mandates as appropriate. Provide consultant services to administrative and program staff to assure current facility needs are being provided with efficient use of institutional resources. The CBMII will effectively apply the principles of public and business administration of the budget, contract management, personnel management and supervision. Promote a work environment free of discrimination, harassment and workplace violence.

% 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.
20%	Direct the Procurement Section supervisory staff in activities which include purchasing of all supplies and equipment for the institution and 27 camp locations; processing of contracts and service orders; all Cal-Card activities, act as the BIS Change Agent; centralized clothing purchases; warehousing and delivery; clothing issuance, laundry operation; and incarcerated persons canteens. Meet with incarcerated persons advisory committees regarding complaints/suggestions on canteen, laundry, and clothing issues and review incarcerated persons appeals related to these areas. Review organizational needs and develop policies, procedures, and resources to maintain the operation in concurrence with institutional security needs.
20%	Direct the Accounting/Trust/Mailroom operations through supervisory staff to maintain the accounting records and control of expenditures including incarcerated persons trust account and incarcerated persons welfare fund, revolving fund, payroll release, invoicing/reimbursement, cashier, etc. Review incarcerated persons appeals and meet with incarcerated persons advisory committees on trust account and incarcerated persons welfare fund issues. Develop policies and procedures which maintain operations in accord with the Regional Accounting Office processes and institutional programs.
20%	Direct and coordinate the food services program of the institution and conservation camps to include food ordering, food preparation and service, hygiene and related security operations. Oversee the food services budget, inventory, usage, cost analysis records and reports.
20%	Direct and coordinate the Service Station program through supervisory staff to maintain the fleet equipment for the institution and camp program. Work with Head Quarters in the purchasing and identifying fleet assets to be replaced on the fleet accusation plan. Oversee the service station budget, inventory, usage, cost and maintenance reports.
10%	Direct the Budget Analyst in the preparation of the institutional budget reports, including the monthly budget report of personnel services and operation and equipment expenditures; budget concept proposals; expenditure analysis; quarterly reports; sick leave usage; and other special projects.
5%	Serve as Administrative Officer of the Day in the absence of the Warden on a rotating basis. Act as an expert resource and as the Correctional Administrator of Business Services in his/her absence. Make decisions impacting both custody and Business Services functions. As a member of the management team, respond to emergencies or disruptions initiated by or involving incarcerated persons.
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.

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

- 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