

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-4707-001		MCR / HCR 1
DIVISION / UNIT Business Services, Procurement		CLASSIFICATION TITLE Business Service Assistant (Specialist)		
		WORKING TITLE Business Service Assistant (Specialist)		
		TIME BASE / TENURE	CBID	WWG
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 10/11/2023	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

This is the entry, developmental and first (Specialist) working level in the series. While in a trainee capacity, incumbents work under close supervision and learn to perform a variety of technical and analytical business service activities. As their skills and abilities develop, incumbents are expected to perform with increasing independence. Fully trained incumbents may, under supervision, independently perform technical business service work of a routine nature in a variety of functions; assist in the performance of more difficult and complex technical and analytical business service work; or be assigned responsibility for one or more of the least complex business service functions which are Equipment and Supplies Management, Support Services and Building Maintenance. (Analytical business service work performed at this level is described as that which would otherwise be appropriate for a Management Services Technician.)

Positions at this level are nonsupervisory but may serve as lead over lower level clerical and other staff. Positions are permanently allocated to this class when the major portion of their duties do not include independent responsibility for the more difficult and complex assignments found at the Business Service Officer I (Specialist) level.

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Business Services Officer I (Supervisor), the Business Services Assistant (Specialist) provides services to administrative and line staff in the areas of procurement contract services, repair and rental of equipment. Work hours are Monday through Friday; 0800 hours to 1600 hours with two (2) fifteen (15) minute rest periods. The Business Service Assistant (Specialist) is responsible for 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.
40%	Review and process all purchase documents, OBS 4007 (RFQ's), Service and Expense Request (S & E's), Direct Pay (DP), etc. This consists of reviewing all documentation to ensure staff complies with the required use of small business and disable veteran business vendors. Verify the correct solicitation method is utilized, such as competitive, SB/DVBE option, Fair and Reasonable, Leveraged Procurement Agreements, California Multiple

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	Awards Schedule, Statewide Contracts, Non-Competitive Bid, and/or Exempt Prison Industry Authority. Verify the correct General Ledger and Functional Area codes are used in order to determine the correct department in which the purchase order will be charged to. Verify that line item totals are correct by checking the price and quantity of each line item. Utilize BIS effectively and efficiently to annotate status of Request for Quotes (RFQ) when returned for corrections. Train staff on proper submittal of purchase requisition packets. Assist Office Technician with clerical duties. Review and maintain the purchase order logbook.
30%	Review and process S & E's with the requesting departments and local vendors to ensure the services requested meet the requirement of CDCR purchasing guidelines in order to have services performed at the institution. Ensure office is stocked with supplies.
10%	Create Purchase Orders for accepted Donations. Submit Vehicle Accident Reports to Department of General Services.
05%	Prepare weekly, monthly, quarterly, annual reports and correspondence as needed pertaining to procurement activities for the Regional Accounting Office.
05%	Prepare and produce Purchase Requisitions for departments who do not have BIS access.
05%	Post Goods Receipts.
08%	Participate in appropriate In-Service Training and perform other related duties as required. May need to stay after hours if required.

SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated individuals, visitors, nonemployees and employees shall be made aware of this. 	

CONSEQUENCE OF ERROR	
<ul style="list-style-type: none"> 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 time line 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