

## EDITED TASK LISTING

### CLASSIFICATION: BUSINESS SERVICE OFFICER I (SPECIALIST)

**NOTE: Each position within this classification may perform some or all of these tasks.**

Task Statements	
1.	Develop requests for outside vendor contracts that include scope of work to provide a needed service to the institution utilizing appropriate forms per the California Department of Corrections & Rehabilitation (CDCR) Procurement Handbook, the State Administrative Manual (SAM), State Contracting Manual (SCM), management memos, and procedures etc. as needed.
2.	Respond to Contract call letters received from the CDCR Office of Business Services (OBS) to assist institutional staff in acquiring needed services provided by outside vendors using the Business Information Systems (BIS) computer program, communication skills, historical data (previous contracts, budget availability, etc.), rules, and regulations in accordance with the OBS timelines.
3.	Develop Delegation Orders (for Contracts and Purchases) to facilitate purchasing for commodities and services, encumber funds from appropriate allotments and ensure compliance with applicable State purchasing laws, rules, and regulations utilizing BIS, laws, rules, regulations, departmental policies and procedures as needed.
4.	Complete amendment requests to change, extend, or renew existing contracts in order to continue or provide uninterrupted services utilizing BIS, forms, laws, rules, regulations, departmental policies and procedures as needed.
5.	Interpret changes to current rules, regulations, and departmental policies regarding procurement practices in order to ensure business service processes are in compliance utilizing BIS, management memos, Governors Executive Orders, and legislative announcements posted by the Department of General Services (DGS) on a daily basis.
6.	Develop internal office procedures to train and direct procurement/institutional staff ensuring adherence to current rules, regulations, and departmental policies in the performance of their duties utilizing professional knowledge and experience as needed.
7.	Assist in the training for institutional staff on the procurement process to present new procedures, procurement changes, and/or perform specific tasks utilizing BIS, SAM, SCM, rules, and regulations issued by Control Agencies on an on-going basis.
8.	Review and submit purchase requisitions/purchase orders for perishable commodities with approved and mandatory vendors to the appropriate parties (i.e., requestor, vendor, OBS, DGS, etc.) for product delivery utilizing BIS, appropriate forms, laws, rules, regulations, departmental policies and procedures on a daily basis.
9.	Establish and maintain confident and cooperative working relationships with all departmental and contract employees, other State agencies, and private agencies to meet the Department's goals and objectives, promote communication/participation, enhance morale and productivity utilizing interpersonal communication skills, professional knowledge, and experience on a continuous basis.
10.	Compose written correspondence (i.e. justifications, memorandums, letters, etc.) to internal and external entities to effectively communicate information utilizing professional knowledge and experience, laws, rules, regulations, and departmental policies and procedures on a daily basis.

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11.	Respond to scope of work constraint (included within outside vendor contracts) anomalies received from the institutional contact to determine whether the service/equipment provided meets the standards included in the contract utilizing forms, laws, rules, regulations, and departmental policies and procedures as needed.
12.	Review non-competitive bids (NCB) procurement/contract requests from institutional entities to justify the use of the lack of competitive bids, prevent lapse of services, determine validity, and ensure compliance utilizing various laws, rules, and regulations as requested.
13.	Coordinate the competitive bid process in order to ensure appropriate vendors are included for the identified scope of work/specifications and cost effectiveness utilizing professional knowledge and experience, laws, rules, regulations, departmental policies and procedures as needed.
14.	Review bids submitted by vendors to determine validity (i.e. vendor certification, best value for cost/quality, recycle content, etc.) for the services/specifications needed utilizing professional knowledge and experience, laws, rules, regulations, departmental policies and procedures as needed.
15.	Ensure that outside vendors follow institutional rules for equipment (i.e., accurate tool list, approval for restricted items, etc.) and personnel (i.e., Escorts, Gate Clearances, etc.) to ensure safety and security of the institution, utilizing scope of work included in the contract, law, rules, and regulations continuously.
16.	Develop and submit payment/pre-payment requests (e.g., non-purchase order direct pay, cal card, fleet payments, etc.) received from the requestor to the Regional Accounting Office to pay vendors in a timely manner utilizing forms, laws, rules, regulations, departmental policies and procedures as needed.
17.	Prepare budgetary data on future planning needs as it pertains to procurement and contracting to ensure fiscal accountability and continuity of services utilizing approved budget, vendor contracts, BIS, laws, rules, regulations, departmental policies and procedures as needed.
18.	Maintain accurate and complete purchase documents to comply with laws, rules, regulations, and retain historical data utilizing BIS, records retention files, computer data systems, and paper filing system on a continuous basis.
19.	Monitor the flow of ancillary procurement documentation to ensure the timeliness of receipt of products and services and to prevent lapse of services utilizing various tools, aids, equipment and/or processes as needed.
20.	Provide training to institutional staff on the procurement process to present new procedures, procurement changes, and/or perform specific tasks utilizing SAM, SCM, rules, and regulations issued by Control Agencies on an on-going basis.

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21.	Estimate future needs and cost of equipment, supplies, and services to replace used/broken equipment/supplies and maintain service agreements utilizing professional knowledge and experience, laws, rules, regulations, and departmental policies and procedures as needed.
22.	Assist in the development of Interagency Agreements in order to provide services to the location utilizing laws, rules, regulations, departmental policies and procedures as needed.
23.	Coordinate and monitor contract maintenance agreements to ensure quality services are provided and to prevent lapse of services utilizing OBS, laws, rules, regulations, departmental policies and procedures as needed.
24.	Monitor the institutions recycling program to identify reportable categories and Recycle Content Product (RCP) content to ensure compliance with various laws, rules, and regulations utilizing RCP certification from vendors, tools, equipment, and catalogs as required.
25.	Utilize computer spreadsheets/databases (i.e., BIS, State Contracting and Procurement Reporting System [SCPRS], E-Procurement, and internal databases) to track, report, and procure commodities/goods and services utilizing professional knowledge and experience, laws, rules, regulations, and departmental policies and procedures on a daily basis.
26.	Represent the Department as a Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) advocate, in formal or informal settings, regarding procurement matters at meetings, conferences, and job fairs in order to obtain information and/or represent the interest of CDCR utilizing interpersonal communication skills, professionalism, knowledge, and experience as needed.
27.	Ensure a safe work environment by properly handling and storing chemicals, materials, and supplies per the Materials Safety Data Sheets to comply with hazardous materials and waste regulations utilizing the Illness and Injury Prevention Program (IIPP), Departmental Operations Manual (DOM), DGS guidelines, departmental policies, and procedures, etc. as needed.
28.	Recommend changes to procedures, policies and methods used by procurement staff for basic institutional operations to ensure compliance with the law and improve efficiency for the department utilizing SAM, DOM, DGS guidelines, etc. as needed.
29.	Participate in the hiring process in order to fill identified vacant position(s) utilizing interpersonal communication skills and various departmental forms in accordance with departmental hiring policies and procedures, and State Personnel Board regulations as needed.

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30.	Act as a back up to the Procurement and Services Officer in his/her absence in order to maintain the daily operations utilizing professional knowledge of the business office and training as needed.