

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL BUSINESS MANAGER I, DEPARTMENT OF CORRECTIONS

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

Task Statements	
1.	Develop and/or participate in the development of institutional policies and procedures relating to business services to ensure compliance and consistency with State and departmental policies, using established guidelines, laws and rules, etc., as needed.
2.	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 and Federal law and court mandates as needed.
3.	Confer with management to ensure compliance with business services policies, procedures and practices using interpersonal skills, knowledge, manuals, laws, rules, court mandates, etc., as needed.
4.	Confer with management regarding the efficient use of institutional resources (e.g., personal services and operating expenses) utilizing various means (e.g., knowledge, interpersonal skills, reports, departmental policies and annual fiscal review), as needed.
5.	Ensure efficient business operations and the safety and security of the institution by making recommendations and/or operational decisions regarding business services issues in conformance with established custodial practices (e.g., institution policies and procedures) on a daily basis.
6.	Plan the work of a minimum of 50 civil service staff and 50 inmate workers engaged in various programs (e.g., budgeting, accounting/inmate trust, food services, personnel and procurement) using effective management skills to achieve operational efficiency within the institution, as appropriate.
7.	Organize the work of a minimum of 50 civil service staff and 50 inmate workers engaged in various programs (e.g., budgeting, accounting/ inmate trust, food services, personnel and procurement) using effective management skills to achieve operational efficiency within the institution, as appropriate.
8.	Direct the work of a minimum of 50 civil service staff and 50 inmate workers engaged in various programs (e.g., budgeting, accounting/ inmate trust, food services, personnel and procurement) using effective management skills to achieve operational efficiency within the institution, as appropriate.
9.	Consult with staff in charge of the various business services programs on daily activities and operational problems relating to their area of responsibility to ensure efficient and effective operations utilizing management skills, communication, analytical skills and various tools (e.g., Comparative Statistics [COMPSTAT] reports, vacancy reports, expenditure reports, Budget Forecasting Function, Business Information Systems [BIS]), as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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10.	Direct staff and Ad Hoc task groups in reviewing the effectiveness of institutional policies and procedures, resolving operational problems and recommend changes using various resources (e.g., knowledge, expertise, manuals, laws, rules and court mandates) as needed.
11.	Direct staff in the preparation, review and submittal of various business services statistical reports and correspondence to provide information using knowledge, expertise, data, etc., as needed.
12.	Assist in the coordination, development and submission of logistical plans, facility modifications, etc., in order to address changes in inmate population, institution mission, court mandates, departmental needs, etc., using various resources (e.g., standardized staffing criteria, Section 6 and Capital Outlay Budget Change Proposal [COBCP] process) as needed.
13.	Establish business services program specific goals, objectives and expectations for satisfactory staff performance to develop and/or improve skills and knowledge and enhance upward mobility utilizing in-service and on-the-job training, mentoring, out-of-class assignments, special assignments, etc., as needed.
14.	Ensure appropriate training is provided in order to develop and/or improve skills and knowledge and enhance upward mobility utilizing in-service and on-the-job training, mentoring, out-of-class assignments, special assignments, etc., as needed.
15.	Oversee and/or performs the monitoring, evaluation, documentation and communication of verbal/written feedback regarding employee performance and behavior utilizing probationary reports, annual Individual Development Plans, letters of recognition, etc., to ensure performance objectives/standards are met and employee training and development needs are addressed, as required by California Department of Human Resources (CalHR) and departmental policies.
16.	Initiate the corrective action/progressive disciplinary process to correct/improve substandard employee performance/behavior in accordance with State rules and regulations and departmental policy as needed.
17.	Participate in the corrective action/progressive disciplinary process to correct/improve substandard employee performance/behavior in accordance with State rules and regulations and departmental policy as needed.
18.	Ensure an adequate inmate workforce necessary to carry out specific business services activities (e.g., food services, Inmate Ward Labor [IWL], warehousing, canteen operations, etc.) through the selection, training and supervision of inmate workers, in accordance with departmental and institutional policy as needed.
19.	Represent the institution in meetings with headquarters, other State agencies, contractors and other parties to obtain information and/or represent the interest of the institution utilizing interpersonal skills, professionalism and knowledge as needed.

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20.	Ensure the preparation and execution of contracts, purchasing documents, Schedule 9 and the administration of the BIS program required for maintaining and operating the institution on a daily basis using various resources (e.g., regulations, court mandates, acquisition exemption processes and knowledge of institutional trends).
21.	Review standardize staffing report, Schedule 7A/8, vacancy report, blanket reports, salary savings reports, etc., on a regular basis to ensure accurate budgeted position authority and appropriate staffing levels.
22.	Direct personnel and food service staff in the maintenance of accurate budgeted position authority through the reconciliation of the Master Assignment Roster, Post Assignment Schedules, personnel roster cards and standardized staffing report with the Schedule 7A/8 on an as needed basis, per departmental policy to ensure posted positions are in accordance with your budgeted authority.
23.	Serve as liaison with personnel assignment staff in the maintenance of accurate budgeted position authority through the reconciliation of the Master Assignment Roster, Post Assignment Schedules, personnel roster cards and standardized staffing report with the Schedule 7A/8 on an as needed basis, per departmental policy to ensure posted positions are in accordance with your budgeted authority.
24.	Direct staff in the preparation and administration of the institutional budget through the analysis and distribution of allotments and development of fiscal projections to ensure operational efficiency, fiscal integrity and identify fiscal year expenditure needs using knowledge of institutional programs and operations, various reports, etc., in accordance with departmental fiscal policy on a regular basis.
25.	Oversee the food services program of the institution, including food ordering, food preparation and service, hygiene and related security operations to ensure inmates are provided balanced meals within the budgetary limitations in accordance with food regulations, health and safety rules and institution policies on a daily basis.
26.	Promote a work environment free of discrimination, harassment and work place violence as defined by the Department's Equal Employment Opportunity program and State and Federal law through training, timely response to complaints and modeling appropriate behavior, on an on-going basis.
27.	Oversee institutional compliance with requirements related to human resources resulting from the collective bargaining process, DPA mandates, executive orders, etc., by working closely with the Labor Relations Analyst using applicable laws, rules and regulations on an as needed basis.
28.	Oversee warehouse operations including clothing, laundry, recycling program, garbage collection, etc., using the Centralized Procurement Program (CPP), local operating procedures, Division of Occupational Safety and Health (CalOSHA), monthly inventories, etc., to provide materials and supplies for institutional operation on a daily basis.

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29.	Oversee the institutional canteen operations using Inmate Welfare Fund budget reports [IWF], canteen inventories, purchase orders and various reports to provide canteen services to the inmate population and generate IWF revenue per departmental policy on a regular basis.
30.	Ensure timely and accurate delivery of personnel services through the institution's Personnel Office (e.g., transactions, delegated testing, position control, recruitment and return to work) utilizing laws, rules, bargaining unit contracts, personnel manuals, etc., on a daily basis to ensure operational efficiency.
31.	Oversee the Return-to-Work functions to ensure employees are provided the appropriate services (e.g., medical, rehabilitation, reasonable accommodations, return to active employment, etc.) utilizing worker's compensation rules, State and Federal laws, policies, procedures, etc., on an on-going basis.
32.	Participate in Return-to-Work meetings to evaluate employee cases, review the off-work status and determine the next course of action (e.g., disability retirement, reasonable accommodation, light duty assignment, medical demotion) using various resources (e.g., State Compensation Insurance Fund [SCIF] adjuster, Early Intervention Counselor, employee supervisor, Office of Employee Wellness, reports, laws, rules and regulations) on an on-going basis.
33.	Oversee the Delegated Testing functions responsible for the administration of local examination process, certification of employment lists, review of candidate qualifications, developing screening criteria, advertise positions, schedule interviews and interaction with the general public, managers and supervisors utilizing personnel policies and procedures on a daily basis.
34.	Review staff responses to inmate appeals regarding business services functions using laws, rules, regulations, policies, procedures, court mandates, etc., to ensure compliance as needed.
35.	Respond to inmate appeals regarding business services functions to resolve issues using departmental forms (e.g., Inmate Appeal [CDCR 602] and Inmate Request for Interview [CDCR 22]) to provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures and court mandates, etc., as assigned.
36.	Meet with the inmate advisory committees regarding inmate services to resolve issues, provide information and request input regarding existing or proposed operations as scheduled and/or requested in accordance with departmental policy.
37.	Direct accounting services (e.g., IWF, Inmate Trust/Accounting and Cashiering) through institutional staff and the Regional Accounting Office utilizing the Trust Restitution Accounting Canteen System [TRACS] in accordance with generally accepted accounting practices and departmental policies and procedures to ensure accurate accounting of state and inmate funds on a daily basis.

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38.	Oversee the institutional garage/motor pool services to include vehicle maintenance and repairs, liaison with fleet administration on vehicle replacement, fuel dispensing compliance, in order to ensure adherence with all vehicle regulatory statues utilizing Department of Motor Vehicles (DMV) laws, Department of General Services (DGS) Environmental Protection Agency (EPA) etc., on a daily basis.
39.	Oversee the operation of the Business Services Division in the absence of the Correctional Administrator, Department of Corrections (DOC) to ensure operational efficiency using various resources (e.g., knowledge, experience and staff) as needed.
40.	Communicate effectively in a professional manner with management, staff, inmates and others utilizing tact, interpersonal skills, knowledge, experience, information technology, etc., to establish and maintain positive working relationships in all situations on a daily basis.
41.	Serve as the Administrative Officer of the Day to ensure the safety and security of the institution utilizing DOM, CCR Title 15, departmental and local operational procedures, etc., during non-business hours as scheduled.
42.	Coordinate Business Services activities in response to emergencies or other forms of disruptions (e.g., inmate disturbances, natural disasters) to ensure the safety and security of the institution and maintain essential operations and services, using various tools, equipment and processes, in accordance with the institution's emergency plan.