

EDITED KSAPC LISTING

CLASSIFICATION: CORRECTIONAL BUSINESS MANAGER I, DEPARTMENT OF CORRECTIONS

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of principles of public and business administration to effectively manage and develop business operations.
K2.	Basic knowledge of the principles, practices and problems involved in managing the business services of a correctional facility, including personnel, health and safety, labor relations, food preparation and service and supply and warehousing operations to effectively manage and develop business operations.
K3.	Comprehensive knowledge of the principles, practices and problems involved in procurement and contract management in a correctional facility to effectively manage business operations.
K4.	Basic knowledge of fire protection, security services, equipment repair and replacement including garage operations to ensure public safety and security of the institution.
K5.	Basic knowledge of clothing issue, replacement and linen exchange operations to ensure sufficient supply and to meet health and safety requirements.
K6.	Basic knowledge of canteen operations to support the Inmate Welfare Fund (IWF) mission.
K7.	Comprehensive knowledge of principles, practices and techniques of personnel management, including employee supervision, disciplinary and training to ensure a well trained and functional workforce.
K8.	Comprehensive knowledge of principles of budget preparation and control to ensure fiscal responsibility for the institution.
K9.	Basic knowledge of principles of accounting practices to ensure accountability of institution and inmate funds.
K10.	Comprehensive knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion to maintain a work environment free of discrimination and harassment.

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KSAPC Statements	
Ability to:	
A1.	Effectively apply the principles of public and business administration to manage the institution within departmental policy.
A2.	Direct accounting activities, contract management, personnel management, budgeting and staff supervision to manage the institution within departmental policy.
A3.	Plan, direct, organize, manage and integrate maintenance and operation of the business services functions with other institutional programs in a correctional facility to manage the institution within departmental policy.
A4.	Anticipate needs and estimate requirements for materials, supplies and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population.
A5.	Maintain effective communication with institution staff, management, outside stakeholders and inmates to manage the institution within departmental policy.
A6.	Effectively respond to situations involving control of inmates and/or the protection of personal and real property to ensure the safety and security of the institution.
A7.	Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems and manage situations efficiently within the institution.
A8.	Evaluate alternatives and develop an effective course of action to manage the institution within departmental policy.
A9.	Analyze data and present ideas and information effectively both orally and in writing to support departmental policy.
A10.	Effectively promote equal opportunity in employment and maintain a work environment free of discrimination and harassment in accordance with state and federal Law and departmental policy.
A11.	Meet deadlines in a timely manner in support of California Department of Correction and Rehabilitation (CDCR's) mission.
A12.	Adapt to changing needs to resolve complex problems and manage situations efficiently within the institution.
A13.	Work independently or as part of a team in order to support departmental policy.
A14.	Multi-task to resolve complex problems and manage situations efficiently within the institution.
A15.	Prioritize work projects and tasks to achieve the goals in support of CDCR's mission.

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

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KSAPC Statements	
<i>Special Personal Characteristics:</i>	
SPC1.	Leadership ability to manage a multi-faceted correctional program.
SPC2.	Tact in dealing with staff and inmates.
SPC3.	Emotional maturity to adapt to an ever changing work environment.
SPC4.	Emotional stability to promote a safe and harmonious work environment.
SPC5.	Objective understanding of employees and inmates in a correctional setting.
SPC6.	Apply ethics and integrity in management practices.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
SPHY1.	Persons appointed to positions in these classes must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.
SPHY2.	Assignments include responsibility for the supervision of inmates and/or the protection of personal and real property.