

EDITED TASK LISTING

CLASSIFICATION: **BUSINESS SERVICE ASSISTANT (SPECIALIST)**

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

Task Statements	
1.	Assist in performance of technical business service work of average difficulty related to procurement functions (i.e., processing Purchase Orders) to ensure quality services are provided using the California Department of Corrections & Rehabilitation (CDCR) Procurement Handbook, the State Administrative Manual (SAM), State Contracting Manual (SCM), management memos, procedures etc. on a daily basis.
2.	Assist in performance of analytical business service work of average difficulty related to procurement functions [i.e., reviewing Purchase Requests and Service & Expense (S&E) Orders] to ensure quality services are provided using the CDCR Procurement Handbook, SAM, SCM, management memos, procedures etc. on a daily basis.
3.	Communicate in a professional and effective manner with others to establish and maintain effective working relationships in all situations using tact and interpersonal skills continuously.
4.	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 continuously.
5.	Compose written correspondence (i.e. justifications, memorandums, letters, etc.) to internal and external entities to effectively communicate information using professional knowledge and experience, laws, rules, regulations, and departmental policies and procedures on a daily basis.
6.	Respond to Contract call letters received from the CDCR Institution Contract Services (ICS) 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.
7.	Assist with reviewing various procurement documents (e.g., goods receipts, procurement, contracts, service and expense, cell phones, etc.) for accuracy and completeness/compliance using equipment, aids, processes, laws, rules, regulations as needed.
8.	Verify the certification of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) companies to meet the mandatory requirement set by DGS using the CDCR Procurement Handbook, SAM, SCM, management memos, and procedures etc. on a daily basis.
9.	Assist with preparing various contract requests to provide information and identify appropriate scope of services/specifications using state SB and DVBE laws, rules, regulations, procedures as needed.
10.	Monitor the maintenance of various business contracts for site managers to ensure fiscal and quality services are provided using the CDCR Procurement Handbook, SAM, SCM, management memos, procedures etc. as needed.

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

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11.	Oversee maintenance of the less complex involved contracts to ensure fiscal and quality services are provided using the CDCR Procurement Handbook, SAM, SCM, management memos, procedures etc. as needed.
12.	Prepare 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.
13.	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.
14.	Review bids submitted by vendors to determine certification and best value (cost/quality) for the services/specifications needed using the CDCR Procurement Handbook, SAM, SCM, management memos, procedures etc. as needed.
15.	Review procurement documents for compliance with departmental mandates, legal and/or approval requirements (e.g., standard form 204, DVBE/SB and business service forms, etc.), using the CDCR Procurement Handbook, SAM, SCM, management memos, procedures etc. on a daily basis.
16.	Process purchase orders in an emergency situation to facilitate the purchase of commodities and services using the CDCR Procurement Handbook, SAM, SCM, management memos, procedures etc. as requested by various departments.
17.	Monitor the flow of the procurement process for the timeliness of documentation from start to finish for products and services to ensure prompt receipt for payment, using various tools, aids, equipment and/or processes, as needed.
18.	Respond to requests for the participation of a Master Contract from OBS for the utilization of services for the institution by completing the required documentation [e.g., Notice To Proceed (NTP), Call Letter, etc.], as required by contract management.
19.	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.
20.	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.
21.	Maintain departmental logs (e.g., S&E, purchase orders, contracts) to verify the requests of goods and services from departments that have been received by the procurement department, for accountability.
22.	Prepare Service and Expense Orders using Standard Form 65 for services up to \$4,999 (e.g., copy machine maintenance, subscriptions, licensing, equipment rentals) to provide services for the institutions as needed.

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23.	Input all purchase orders and contracts into the State Contract Procurement Reporting System (SCPRS) using Bidsync to register them with DGS, as required.
24.	Assist in the development of Interagency Agreements in order to provide services to the workplace using state laws, rules, regulations, departmental policies and procedures as needed.
25.	Process gate clearances for individuals needing entrance into the secured perimeter of the institution to provide a multitude of services using the CDCR Departmental Operations Manual (DOM), as requested from various departments.
26.	Review and verify General Ledger (GL) and function codes to ensure the correct program (e.g., Education, Medical, Facilities, etc.) will be charged appropriately using BIS and codes provided by the Regional Accounting Office as required.
27.	Work with management to implement 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 using SAM, DOM, DGS guidelines, etc. as needed.
28.	Assist in the preparation of 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.
29.	Maintain dollar limits of goods and services to ensure amounts do not exceed the delegated purchasing authority by using the CDCR Procurement Handbook as required.
30.	Assist the Business Service Officer in preparing the Recycle Content Product (RCP) report to identify reportable categories and RCP content to ensure compliance with various laws, rules, regulations, etc. using RCP certification from vendors, as required.
31.	Communicate with the Regional Accounting Office on a daily basis to facilitate accounting needs (i.e. contract amendments) and to process goods receipts using BIS purchase orders, invoices, packing slips as needed.
32.	Regularly attend on the job training on various functions of the procurement process to expand their knowledge and ensure efficiency and compliance with established rules, regulations, etc. using knowledge, interpersonal skills, policies, procedures as needed.
33.	Review and process CDCR Purchase Requisitions to obtain goods and services for various departments, in order to maintain the operation of the institution, as required.
34.	Answer telephone inquiries from outside stakeholders (i.e. the public, SB/DVBE vendors, other state agencies, executive staff, institutions, etc.) to provide correct information using automated systems and/or professional knowledge as needed.
35.	Use software applications (i.e. Microsoft Word, Excel, Access, etc.) to facilitate job duties (e.g., memos, inventory sheets) using personal knowledge, information security protocols, DOM, SAM, etc. on a constant basis.

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