



## PROCUREMENT AND SERVICES OFFICER 2, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open Examination  
Examination Code: 3CEJP  
Final Filing Date: Continuous

### EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

### DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) is 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 is proud to foster inclusion and representation at all levels of the Department.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

### CLASSIFICATION DETAILS

#### Salary Range:

\$5,970.00 - \$7,418.00 per month

View the [classification specification](#) for the Procurement and Services Officer 2, CF classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and [Qualifications Assessment](#)

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Talent Acquisition and Career Services, 101N**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such

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as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Qualifications Assessments for Procurement and Services Officer 2, CF are available from the CDCR website at:

[Procurement and Services Officer 2, CF](#) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact Talent Acquisition and Career Services at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

Candidates must complete and return the Procurement and Services Officer 2, CF Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

**TEST DATE**

Applications will be accepted on a continuous basis.

**Cut-off dates for processing will be:**

November 17, 2023

February 16, 2024

May 17, 2024

August 16, 2024

**NOTE:** Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact Talent Acquisition and Career Services at (916) 322-2545 if you have not received your notice after 7 weeks.

**MINIMUM QUALIFICATIONS**

**Pattern 1**

One year of experience in the California state service performing the duties of a Procurement and Services Officer 1 (Correctional Facility), Procurement and Services Officer 1, Business Service Officer 2 (Supervisor).

**Pattern 2**

Two years of experience in the California state service performing the duties of a Prison Canteen Manager 2, Warehouse Manager 1 (Correctional Facility), Warehouse Manager 1, Business Service Officer 1 (Supervisor).

**Pattern 3**

Four years of experience in a responsible capacity in one or a combination of the following:

1. Business management experience involving the procurement, storage and distribution of a variety of supplies and equipment; **or**
2. Supervisory experience involving the estimation of need for purchasing, or the requisition and storage of a variety of supplies and equipment; **or**
3. Supervisory experience in a storeroom or warehouse involving the receipt and issuance of a large volume of varied commodities and equipment.

(At least two years of the required experience under Pattern III must be comparable to the duties of a Warehouse Manager 1 having charge of the receipt, storage and issuance of varied supplies requiring complex storage practices in a large complete warehousing function including supervision over a group of assistants.)

**NOTE:** Applications will be evaluated based on each candidate's experience and education compared to the class specification. It is especially important that each candidate take special care to accurately complete their application (e.g., list all experience relevant to the minimum qualifications shown on this announcement, include to and from dates employed, separate each position held, and explain in detail your work experience).

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel

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Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**SPECIAL PERSONAL CHARACTERISTICS**

Persons appointed to positions in this class series must be reasonably expected to have the leadership ability; tact; emotional maturity and stability; and objective understanding of the problems of correctional institution inmates.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to positions in this class series 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 that of inmates. Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to the twelfth grade.

**POSITION DESCRIPTION AND LOCATION(S)**

A Procurement and Services Officer 2, CF, is the second supervisory level in the series. Under general direction, incumbents are responsible for directing the procurement and services operation as well as large scale warehouse operations, including Canteen, support warehouse, and clothing unit, in a large correctional facility. Typically, incumbents supervise a minimum of 10 civil services staff and 20 inmate workers.

Positions exist statewide with CDCR.

**EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. Principles, practices and techniques of personnel supervision.
2. Procurement and services functions of a correctional facility.
3. Purchasing methods, regulations and procedures as prescribed by the State Department of General Services.
4. Contract management.
5. Warehousing operations including the methods and equipment used in keeping records for receipt of stock, inventory and distribution, storing, caring for, and distributing materials, supplies and equipment.
6. Garage operations.
7. Clothing issue replacement and linen exchange operations.
8. Inmate hobby and canteen operations.
9. Principles of organization and management, principles of personnel management and supervision.
10. The Department's Equal Employment Opportunity (EEO) Program Objectives.
11. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.
12. Practices and techniques involved in the supervision of procurement and services functions of a large correctional facility.
13. Minor capital outlay.

**Ability to:**

1. Effectively apply the principles of purchasing, contract management, personnel management and supervision.
2. Plan, direct and organize the procurement and services functions of a correctional facility including general stores, laundry, inmate canteen, distribution of clothing, personal care and household items, and maintenance and operation of automotive equipment.
3. Write commodity specifications.
4. Determine whether incoming materials, supplies and equipment meet the standards in specifications.
5. Estimate future demands for materials, supplies and equipment.
6. Plan, organize and direct the work of others.
7. Secure and maintain the respect and cooperation of institutional staff, officials and inmates.
8. Analyze situations accurately and adopt an effective course of action.
9. Effectively contribute to the Department's EEO Program objectives.
10. Effectively respond to situations involving control of inmates and/or the protection of persons and personal and real property.
11. Effectively plan, direct, and organize the procurement and services functions of a large correctional facility.

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The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Procurement and Services Officer 2, CF is available on the CDCR website at: [CDCR Job Analysis](#).

**Note:** To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

#### **ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

#### **VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

#### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### **GENERAL INFORMATION**

**Applications are available** at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**TALENT ACQUISITION AND CAREER SERVICES**  
**EXAMINATION SERVICES UNIT**

**1515 S STREET, ROOM 101N, SACRAMENTO, CA 95811**

**EMAIL: [HRCustomerConnect@cdcr.ca.gov](mailto:HRCustomerConnect@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

Telecommunications Relay Service: 711

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