

EDITED TASK LISTING

CLASSIFICATION: BUSINESS MANAGER II

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

Task Statements	
1.	Develops and/or participates 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 and/or upon request.
2.	Interprets and applies policies and procedures governing business services related issues using Department Operations Manual, Director's Rules, State Administrative Manual, California State Government Code, administrative directives, etc., to ensure effective program operations in compliance with State and Federal law and court mandates.
3.	Confers with management on policies, procedures and practices with emphasis on business services to resolve issues, provide information, options, and/or recommendations using interpersonal skills, knowledge, manuals, laws, rules, court mandates, etc., as needed and/or upon request.
4.	Confers with management staff 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), as needed and/or upon request.
5.	Coordinates 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.
6.	Promotes a work environment free of discrimination, harassment, and work place violence as defined by the Department's Equal Employment Opportunity program, departmental policies, and State and Federal law, through training, timely response to complaints, and modeling appropriate behavior, on an on-going basis.
7.	Ensures 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).

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8.	Plans the work of staff engaged in various programs (e.g., budgeting and accounting; inmate trust; personnel; health and safety; inmate hobby; procurement, supply, recycling, and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations; canteen operations; and information technology services) using effective management skills to achieve operational efficiency within the institution, as appropriate.
9.	Organizes the work of staff engaged in various programs (e.g., budgeting and accounting; inmate trust; personnel; health and safety; inmate hobby; procurement, supply, recycling, and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations; canteen operations; and information technology services) using effective management skills to achieve operational efficiency within the institution, as appropriate.
10.	Directs the work of staff engaged in various programs (e.g., budgeting and accounting; inmate trust; personnel; health and safety; inmate hobby; procurement, supply, recycling, and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations; canteen operations; and information technology services) using effective management skills to achieve operational efficiency within the institution, as appropriate.
11.	Consults 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, communication, problem solving, and analytical skills, etc., and tools (e.g., COMPSTAT reports, vacancy reports, expenditure reports, Monthly Budget Plan), as needed.
12.	Directs staff and ad hoc task groups in reviewing the effectiveness of institutional policies and procedures, resolving operational problems, and recommending program/policy changes consistent with the review findings using various resources (e.g., knowledge, expertise, manuals, laws, rules and court mandates), as needed and/or upon request.
13.	Directs staff in the preparation, review and submittal of various business services reports to management, headquarters, and control agencies to provide information using knowledge, expertise, data, etc., as needed and/or upon request.

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14.	Oversees and coordinates the development and submission of staffing packages, 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, knowledge of institution resources, Section 6/COBCP processes, and materials management practices), as needed and/or upon request.
15.	Oversees institutional compliance with requirements related to accounting and personnel services resulting from the collective bargaining process, DPA mandates, executive orders, etc., by working closely with the Employee Relations Office.
16.	Establishes business services department-specific goals, objectives and expectations for satisfactory staff performance and ensures appropriate training 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.
17.	Oversees 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 State Personnel Board and Departmental policies.
18.	Initiates, participates in and/or oversees 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 and/or upon request.
19.	Reviews staff responses to inmate appeals regarding business services functions to ensure compliance with laws, rules, regulations, policies, procedures, court mandates, etc., as assigned.
20.	Responds to inmate appeals regarding business services functions to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, court mandates, etc., as assigned.
21.	Meets 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.

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22.	Ensures an adequate inmate workforce necessary to carry out specific business services activities (e.g., clothing distribution, warehousing, canteen operations) through the selection, training and supervision of inmate workers, in accordance with departmental and institutional policy.
23.	Oversees the operation of the Business Services Division in the absence of the Correctional Administrator, using various resources (e.g., knowledge, experience, staff, and tracking systems).
24.	Communicates 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.
25.	Represents 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 and/or upon request.
26.	Ensures the preparation and execution of contracts and purchasing documents, and the administration of the materials management program required for maintaining and operating the institution on a daily basis using various resources (e.g., laws, rules, regulations, court mandates, reports, acquisition exemption processes, and knowledge of institutional trends).
27.	Oversees the institutional canteen operations (e.g., Inmate Welfare Fund budget, canteen inventories, purchase orders, and various reports) to provide canteen services to the inmate population and generate IWF revenue, per departmental policy.
28.	Ensures timely and accurate delivery of personnel services through the institution's Personnel operations (e.g., transactions, delegated testing, position control, and return to work) utilizing laws, rules, bargaining unit contracts, personnel manuals, etc., on a daily basis.
29.	Ensures accurate budgeted position authority and appropriate staffing levels through review of vacancy reports, blanket reports, salary savings reports, etc., as needed and/or upon request.

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30.	Directs personnel, food service, and personnel assignment staff in the maintenance of accurate budgeted position authority through the reconciliation of the Master Assignment Roster, Post Assignment Schedules, and personnel roster cards with the Governor's Budget on a quarterly basis, per departmental policy.
31.	Oversees the Return-to-Work functions to ensure employees are provided the appropriate services (e.g., interactive process, medical, rehabilitation, reasonable accommodations, early intervention, return to active employment), utilizing worker's compensation rules, State and Federal laws, policies, procedures, etc., on an on-going basis.
32.	Participates 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, vocational rehabilitation, reasonable accommodation, light duty assignment, medical demotion) using various resources (e.g., SCIF adjuster, Early Intervention Counselor, employee supervisor, Office of Employee Wellness, reports, laws, rules and regulations), on an on-going basis.
33.	Directs and/or coordinates accounting services (e.g., Inmate Welfare Fund, Inmate Trust Accounting, cashiering) through institutional staff, staff at the Regional Accounting Office, and Headquarters, in accordance with generally accepted accounting practices, and departmental policies and procedures.
34.	Directs staff in the preparation and administration of the institutional budget through the analysis and distribution of allotments and development of fiscal projections in order to identify expenditures, deficiencies, reimbursements, deficit drivers, and strategies and to ensure operational efficiency and fiscal integrity using knowledge of institutional programs and operations, various reports, etc., in accordance with departmental fiscal policy.
35.	Directs staff in the preparation of the Monthly Budget Plan in order to report the current fiscal status of institutional and education programs and operations for review by management prior to submission to headquarters, per departmental policy.
36.	Coordinates the preparation and submission of budget concept statements, budget change proposals, and other funding proposals to request changes to the institution's budget using various resources (e.g., knowledge, statistical data, and the State fiscal policy), as needed.

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