

EDITED TASK LISTING

CLASSIFICATION: PROCUREMENT AND SERVICES OFFICER I

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

Task Statements	
1.	Plan the procurement service operation functions (e.g., laundry, canteen, warehouse, property control functions, vehicle maintenance, distribution, recycling, purchasing, etc.) in a correctional facility in order to maintain an uninterrupted supply of services and materials, etc. utilizing laws, rules, regulations, departmental policies and procedures, personal background experience, State Administrative Manual (SAM), Business Information Systems (BIS) etc., as required.
2.	Direct staff in the procurement service operation functions (e.g., laundry, canteen, warehouse, property control functions, vehicle maintenance, distribution, recycling, purchasing, custodial, etc.) in a correctional facility in order to maintain an uninterrupted supply of services and materials, etc., utilizing laws, rules, regulations, departmental policies and procedures, SAM, BIS etc., as required.
3.	Supervise staff in the procurement and services functions (e.g., purchasing, processing, awarding, and Training and Development etc.) in order to comply with mandated Department of General Services (DGS) guidelines, maintain an uninterrupted supply of services and materials, etc. utilizing the materials management techniques, historical data, laws, rules, regulations, departmental policies and procedures, Title 15, Departmental Operations Manual (DOM), BIS, SAM, personal knowledge/experience, etc. as needed.
4.	Participate in the development of DOM supplements/updates, departmental policies and operational procedures, etc. relating to the procurement function (e.g., warehouse, canteen, laundry, housekeeping, etc.) in order to maintain an uninterrupted supply of services and materials to ensure consistency utilizing materials management techniques, DOM, DGS guidelines, laws, rules and regulations, Title 15, SAM, personal knowledge/experience, etc., as needed.
5.	Supervise staff to determine the types and quantities of commodities (e.g., office, clothing, janitorial, feeding materials and supplies, etc.) and equipment (e.g., copiers, vehicles, computers, ovens, etc.) to be purchased in order to maintain an uninterrupted supply of services and materials, etc. while maintaining materials management objectives utilizing materials management techniques, DOM, DGS guidelines, laws, rules and regulations, Title 15, SAM, personal knowledge/experience, etc., as required.
6.	Supervise staff to write and review specifications for commodities (e.g., office, clothing, and janitorial, etc.) and services (e.g., garbage disposal, copier repair, telephone maintenance, fire suppression maintenance, etc.) in order to meet the specific needs of the correctional facility utilizing DOM, DGS guidelines, laws, rules, regulations, Title 15, SAM, personal knowledge/experience, etc., as required.
7.	Assist departmental officials (e.g., Plant Manager, Chief Medical Officer, Associate Warden, Business Manager, Captain, etc.) in obtaining the types of supplies, services or equipment to fit their needs utilizing DOM, DGS guidelines, laws, rules, regulations, Title 15, personal knowledge/experience, etc., as requested.

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

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8.	Supervise staff in maintaining procurement records (e.g., purchase documents, goods receipts, inventory records, etc.) in order to comply with DOM, DGS guidelines, departmental policies and procedures, laws, rules, regulations, etc. utilizing records retention schedule, Procurement Authority Manual, BIS, etc., as required.
9.	Correspond with other State agencies (e.g., DGS, CalFire, California Correctional Health Care Services, Prison Industry Authority, etc.) on procurement related matters in order to maintain an uninterrupted supply of services and materials, etc. while maintaining materials management objectives utilizing materials management techniques, DOM, DGS guidelines, laws, rules and regulations, Title 15, personal knowledge/experience, etc., as needed.
10.	Train staff and/or inmates in order to meet the daily health, safety and security needs of the correctional facility (e.g., material handling equipment, mobile equipment, and Codes of Safe Practices, etc.), utilizing DOM, DGS guidelines, laws, rules, regulations, departmental policies and procedures, Title 8, Injury Illness Prevention Program (IIPP), etc., as required.
11.	Prepare various written documents (e.g., Individual Development Plans, correspondence, periodic reports, forms, etc.) in order to respond to and/or convey information to the public, other state agencies, staff, and managers to maintain accurate records, compile data, etc., utilizing a personal computer, Title 15, DOM, laws, rules, regulations, personal knowledge/experience, analytical skills, etc., as needed and/or directed by management.
12.	Supervise staff to conduct safety and security inspections (e.g., canteen, warehouse, clothing areas, garage, recycling, laundry, etc.) to ensure compliance with institutional policy and procedures (e.g., security, cleanliness, health and safety, etc.), utilizing personal knowledge/experience, DOM, Title 15, laws, rules, regulations, etc., as needed.
13.	Attend various institutional meetings (e.g., daily briefings, staff, project, budget, conference calls, etc.) in order to exchange procurement related information for custody and non-custody questions and concerns, etc., utilizing the Procurement Handbook, DOM, Title 8, Title 15, BIS, laws, rules, regulations, etc., as needed.
14.	Consult with vendors regarding various goods and services to ensure they meet safety and security needs of the correctional facility utilizing the Procurement Handbook, materials management techniques, DOM, SAM, DGS guidelines, laws, rules, regulations, Title 15, personal knowledge/experience, etc., as needed.
15.	Supervise the conduct of inmates in order to prevent escapes and/or injury to themselves or others, while maintaining the safety and security of the correctional facility utilizing safety training, institution's operational procedures, DOM, Title 8, Title 15, IIPP, etc., as needed.

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16.	Initiate the Progressive Disciplinary process in order to correct/improve employee performance/behavior by utilizing various resources (e.g., various Departmental training, Peer Support Program [PSP], Memoranda of Understanding [MOU], Department Personnel Administration [DPA], California Department of Human Resources [CalHR] rules and regulations, Employee Assistance Program [EAP], Employee Relations Officer [ERO], DOM, Title 15, etc.) as needed and/or upon request.
17.	Participate in the Progressive Disciplinary process in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g., various Departmental training, PSP, MOU, DPA, CalHR rules and regulations, EAP, ERO, DOM, Title 15, etc.) as needed and/or upon request.
18.	Verbally communicate procurement and services information and provide guidance in a professional and effective manner with others utilizing tact, interpersonal skills, personnel management techniques, DOM, Title 15 etc., as required.
19.	Research various procurement and non-procurement issues in order to gather information used to present a recommendation to management, etc. utilizing manuals, DOM, Title 15, the Procurement Handbook, SAM, DGS guidelines, laws, rules, regulations, etc., as directed by management.
20.	Evaluate various procurement and non-procurement proposals in order to create written analysis to management, etc. utilizing manuals, DOM, Title 15, SAM, the Procurement Handbook, DGS guidelines, laws, rules, regulations, etc., as directed by management.
21.	Supervise canteen and warehouse operations inventories to ensure accountability, stock availability, budget projections, cost of goods, theft prevention, etc. utilizing physical inventory reports, reconciliation reports, posting of differences, materials management techniques, DOM, BIS, SAM, etc., as needed.
22.	Audit canteen and warehouse operations inventories to ensure accountability, stock availability, budget projections, theft prevention, etc., utilizing physical inventory reports, reconciliation reports, posting of differences, materials management techniques, DOM, BIS, SAM, etc., as needed.
23.	Conduct departmental meetings in order to convey pertinent procurement and services information to staff and other management utilizing verbal communication skills, memoranda, On-the-Job Training, In-Service Training, DOM, etc., as needed.
24.	Participate and/or chair in hiring interviews in order to select the most qualified candidates to fill vacant positions utilizing personnel management techniques, DOM, Personnel Operations Manual (POM) as needed.
25.	Review staff timesheets (998s) in order to ensure staff has correctly accounted for their time and attendance, to be compensated accordingly utilizing staff timesheets, knowledge of personnel policies, attendance summary sheet (rainbow sheets), Fair Labor Standards Act, POM, etc., on a monthly basis.