

EDITED TASK LISTING

CLASSIFICATION: Procurement and Services Officer II, Correctional Facility

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

Task Statements	
1.	Oversee the planning of the procurement operation and/or functions such as the purchasing program, property control, warehouse operation, canteen, etc. to verify the needs of the correctional facility are met utilizing departmental policies and procedures, Procurement Handbook, Business Information Systems (BIS), etc. as required.
2.	Organize the procurement operation and/or functions to maintain efficient operation of the correctional facility utilizing BIS, departmental policies and procedures, Procurement Handbook, etc. as required.
3.	Supervise staff in the purchasing of materials, supplies, and equipment in order to maintain constant supplies are on hand utilizing BIS, purchase orders, Request for Quotations (RFQ), etc. as required.
4.	Develop internal procedures for the procurement process in order to provide direction and guidance to staff regarding procuring goods and services utilizing Departmental policies and procedures, Departmental Operations Manual (DOM), State Administrative Manual (SAM), etc. as needed.
5.	Oversee the direction of the procurement operations for property control canteen, laundry, housekeeping, etc. in order to make sure staff is completing his/her tasks utilizing Microsoft Outlook, BIS, Excel spreadsheet, monthly meetings, etc. as needed.
6.	Determine and assess the quality and types of resources (e.g., equipment, goods, services, etc.) to meet the needs of the correctional facility utilizing departmental policies and procedures, inventory, historical data, etc. as required.
7.	Write specifications to procure goods and services to maintain operations of the correctional facility utilizing departmental policies and procedures, Microsoft Word, SAM, etc. as directed by management.
8.	Assist departmental staff in obtaining quotes for the types of supplies or equipment which are best suited for their needs utilizing SAM, BIS, contracted vendors, etc. as needed.
9.	Keep purchase records for tracking, returns, projections, etc. to maintain accuracy of records utilizing Microsoft Excel, BIS, Budget Consumption Reports (BCR), etc. as needed.
10.	Keep reports for stock received and inventory records for historical data and future reference utilizing spreadsheets, purchase orders, records retention schedule, etc. as required.
11.	Confer with the Office of Business Services (OBS), sales representatives, contractors and/or vendors, etc. to verify the most cost-effective measures are considered utilizing SAM, DOM, departmental policies and procedures, etc. as directed.
12.	Contact and address concerns with contractors and/or vendors regarding products to make certain the needs of the correctional facility are met utilizing departmental policies and procedures, personal knowledge, etc. as needed.

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

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13.	Oversee the process for returns and/or exchange of wrong, damaged, and substandard products to maintain the quality of supplies utilizing BIS, purchase orders, departmental policies and procedures, etc. as required.
14.	Supervise staff and indirectly supervise inmates and youthful offenders responsible for the storing and caring of commodities purchased to maintain compliance and prolong the product life utilizing inventory control, DOM, random spot inspections, etc. as needed.
15.	Supervise the preparation of purchase orders and sub purchase orders to expedite the delivery of items in a timely manner utilizing departmental policies and procedures, BIS, SAM, etc. as required.
16.	Exercise general supervision over janitorial and housekeeping staff to make certain tasks are completed daily for compliance utilizing departmental policies and procedures, health and safety, American Correctional Association (ACA) standards, etc. as needed.
17.	Secure bids, prepare contracts, and service and expense (S&E) agreements for maintenance and repairs of equipment and services to maintain constant operation of correctional facility utilizing departmental policies and procedures, BIS, purchase orders, State Contracting Manuals (SCM) etc. as needed.
18.	Train staff on the various procurement operation assignments and/or functions to make sure they understand their roles and responsibilities utilizing weekly meeting, correspondences, in-house training, offsite training, etc. as needed.
19.	Evaluate staff performance for growth and development utilizing bargaining unit agreements, rules, laws, and regulations, Probationary Reports, Individual Development Plan, etc. as required.
20.	Take or recommend appropriate action in order to correct/improve staff performance/behavior utilizing bargaining unit agreements, rules, laws, and regulations, California Code of Regulations (CCR) Title 15, Employee Relations Officer, etc. as needed.
21.	Compose written correspondences to respond to and/or convey information to the public, state agencies, staff, management, etc. utilizing personal computer, memorandums, letters, etc. as needed.
22.	Prepare and/or submit reports to keep management apprised of workload, stock levels, and tri-annual property inventory utilizing Microsoft Excel, BIS, etc. as requested.
23.	Supervise the conduct of inmates and/or youthful offenders 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, DOM, CCR Title 15, Injury Illness Prevention Program (IIPP) as required.
24.	Assist custody staff with the inspection of premises and search inmates and/or youthful offenders for contraband such as weapons or illegal drugs to maintain safety and security of the correctional facility utilizing safety training, DOM, CCR Title 15, IIPP, etc. as requested.

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25.	Forecast annual budget to request sufficient funds to procure goods and services to meet the needs of the correctional facility utilizing annual spending plan, historical data, reports, BIS, etc. as required.
26.	Monitor budgetary expenditures for the various areas (e.g., warehouse, clothing, garage, etc.) to verify funds are spent appropriately and to maintain adequate supplies on hand for use utilizing inventory of supplies, reports, inspections, etc. as needed.