

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-XXX-1508-XXX / 920-XXX-1508-XXX		MCR / HCR 1
DIVISION / UNIT DIVISION BUSINESS SERVICES UNITS PROCUREMENT Canteen, Clothing, Mailroom, Plant Operations Warehouse, RASP, Warehouse FOOD SERVICES Food Delivery, Food Warehousing		CLASSIFICATION TITLE MATERIALS & STORES SUPERVISOR I, CF		
		WORKING TITLE MATERIALS & STORES SUPERVISOR I		
		TIME BASE / TENURE P / FT LT / FT	CBID R12	WWG 2
LOCATION CHOWCHILLA	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION				
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.				
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are 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/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
This position performs storekeeping and warehousing duties in a redistribution or point-of-use warehouse or supply room in a correctional facility in the Department of Corrections. Incumbents maintain order and supervise the conduct of inmates, wards, residents or patients, and protect and maintain the safety of persons and property.				
GENERAL STATEMENT				
Under general direction of an assigned supervisor, the Materials and Stores Supervisor I (M&SSI), will be responsible for the daily operation of a specific post in one of the following areas: Canteen, Clothing Room, Support Warehouse, Plant Operations Warehouse, or Food Service Department Transportation. The M&SSI will consult with their assigned supervisor on general policies and procedures regarding the operation of their area/department. The M&SSI may responsible for the ordering, receipt, storage and issuance of all supplies for their area/department. The M&SSI may also be responsible for the stocking and operation of the Clothing or Canteen Rooms while servicing the inmate population. The M&SSI is responsible for the supervision of inmate workers assigned to their area of responsibility, and for providing coverage to any other M&SSI posts during staff shortages. As an M&SS I, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis.				
% of time performing duties	DUTIES:			
35%	Input all receipts and issues for the various Departments in BIS. Responsible for the ordering, storage and issuance of all items for the assigned area of responsibility, verifying receiving documents against items received. Responsible for checking and filling requisitions (STD 115), and maintaining proper storage procedures. Responsible for conducting the monthly inventories and Goods Receipts into BIS.			
25%	May be redirected to other areas of M&SSI responsibilities to fill staff shortages.			
20%	Supervise skilled and semi-skilled inmates in the upkeep of the Support Warehouse. Provide inmates with direction and training in proper warehousing techniques, and accurately keep inmate timekeeping records.			
10%	Estimate future demands based upon past usage and prepare purchase requisitions to ensure an adequate supply of housekeeping/personal care items on hand for institutional needs.			

10%	<p>Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Responsible for meeting yearly In-Service Training requirements and obtaining On-the-Job Training on various functions to expand knowledge and ensure efficiency and compliance with established rules, regulations, etc., using various resources (e.g., knowledge, interpersonal skills, policies, procedures, etc.) as needed. May perform other duties as directed.</p> <p>I have received the ADA Reasonable Modification/Accommodation amendment training and will adhere to its procedure.</p>
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SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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