

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-212-1508-001/002		MCR / HCR 1
DIVISION / UNIT PROCUREMENT/CLOTHING		CLASSIFICATION TITLE MATERIALS & STORES SUPERVISOR I, CF		
		WORKING DAYS/HOURS: Monday – Friday 0730 thru 1530 (Position may require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID	WWG
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 12/04/2023
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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Sorting items returned from the PIA institution laundry; and ordering new replacement clothing on a monthly basis. Will provide coverage for staff positions assigned in the Clothing Distribution, Recycling and Salvage Program, Maintenance Warehouse, assisting the Property Controller, Garage, and other Support Warehouse positions as needed for institutional workload. Maintain order and supervise the conduct of inmates assigned. Inform supervisors of any issues or problems that may arise.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Materials & Stores Supervisor II, CF, this position supervises the collecting of soiled clothing and the issuance of clean serviceable clothing to the inmate population.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
40%	Perform storekeeping functions for inmate clothing, linens and personnel care items. Perform physical inventories, issue (using STD-115's), receive and distribute soiled, clean, used, and new clothing and linen. Maintain Inmate Clothing Cards (CDC-176), with accurate and current information. Provide assistance with monthly sweeps and recycle reports. Supervise inmates in the collecting and distribution of dirty and clean clothing and linen. Maintain areas in a clean, neat, and orderly manner.			
20%	Provide workload coverage for Support Warehouse, Recycle and Salvage Program, Maintenance Warehouse, assist the Property Controller and Mail Truck Driver, i.e., Stationery, Quartering/Housekeeping and Personal Care, Receiving Cages and Food Departments, etc. Obtain bids for various purchases. Use SAP/BIS to perform goods receipts, goods issue (STD-115), conduct physical inventories, and purchase requisitions. Deliver various products and supplies. Maintain areas in a clean, neat, and orderly manner.			
15%	Issuance of shoes, jackets, and personal care items; the repair of inmate clothing and carefully inspecting non-repairable clothing and sorting out usable rags, i.e., towels, tees, socks and blankets before distributing to Recycling.			

10%	Maintain security, such as inspecting premises for contraband, i.e., weapons, illegal drugs, and stolen merchandise. Prevent escapes and injury to them to themselves or others or to property; maintain security of working area and work materials. Responsible for maintaining proper key, tool, and vehicle accountability and security.
5%	Hire, evaluate, approve absences, take administrative action, assign, and approve work, train and direct inmate staff, maintain inmate pay and time records in SOMS.
5%	Order clothing items, office and housekeeping supplies and perform general office duties related to the operation of Clothing Distribution.
5%	Act in the capacity of the Materials & Stores Supervisor II in his/her absence. 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.

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

- Example: 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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