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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | |  | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| **CALIFORNIA STATE PRISON – LOS ANGELES COUNTY** | | | **027-212-1508-VAR** | | | | | | **1** |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| **PROCUREMENT – WAREHOUSE** | | | **MATERIALS AND STORES SUPERVISOR I, CF – CLOTHING** | | | | | | |
| **WORKING TITLE** | | | | | | |
| **MATERIALS AND STORES SUPERVISOR I, CF – CLOTHING** | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
|  | **R12** | **2** | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| **LANCASTER, CA 93536** | | |  | | |  | | | |
| **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** | | | | | | | | | |
| Warehouse Department perform 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 and protect and maintain the safety of persons and property. | | | | | | | | | |
| **GENERAL STATEMENT** | | | | | | | | | |
| Under the general supervision of the Warehouse Manager II and/or the Materials and Stores Supervisor II, the Materials and Stores Supervisor I is responsible for the daily operation of Facility Clothing Rooms, receiving soiled laundry and linen, the processing of clean clothing for distribution to the inmate population and inmate accountability. | | | | | | | | | |
| **% 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.** | | | | | | | | |
| 30%  25%  20%  15%  5% | Conduct exchange of soiled laundry and linen for clean items delivered by laundry driver. Work independently; work and communicate effectively with the Custody Staff of the yard and the inmate population. Resolve work problem, analyze the situation accurately and take effective action; learn the forklift operation and motorized material handling equipment.  Supervise inmates in their job assignments. Assume supervisory responsibility for the activities of inmates assigned to their work area; update inmates’ duty statement, supervise, train and instruct inmates in their duties and work performance. Submit periodic written appraisals of inmates’ conduct and productivity. Perform inmate counts on hourly basis for all inmates assigned to clothing room. Maintain inmate timecards.  Receive clean laundry and linen, sorting, stacking shelves and ordering replenishment stock. Maintain a clean and organized work area. Responsible for maintaining adequate stock levels for the clothing room, training and guidance of inmate workers, safety and security, organizing and directing the clothing exchange program in compliance with Departmental guidelines.  Sort and send soiled laundry and linen to the PIA Laundry for washing. Perform scheduled and unscheduled security inspections of the clothing area. Pickup of all recycling products at all facilities, including outlying areas, maintain shipping records, track and prepare invoices,  Assist the warehouse staff in receiving and distributing clothing supplies and/or household goods. Relieve other warehouse positions as required. | | | | | | | | |
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| 5% | 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. Attends in/out service training as required.  **PHYSICAL REQUIREMENTS**  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The following is a definition of the on-the-job time spent in physical activities:  Constantly: Involves 2/3 or more of a workday  Frequently: Involves 1/2 to 2/3 of workday  Occasionally: Involves 1/3 or less of workday  N/A: Activity or condition is not applicable  **Standing**: Constantly - while sorting soiled and clean laundry.  **Walking**: Constantly - while moving laundry and carts to and from the housing units to clothing rooms  **Sitting**: Occasionally - while preparing paperwork, bed carts and responding to CDCR form 22’s.  **Lifting**: Frequently - while loading and unloading the laundry truck and delivering clothing into the housing units.  **Carrying**: Constantly - while loading and unloading the truck, delivering clothing.  **Stooping/Bending/Kneeling/Crouching**: Constantly – while sorting and putting clean clothes on shelves.  **Reaching in Front of Body**: Constantly – while sorting soiled and clean clothing, loading and unloading the laundry truck and delivering clothing.  **Reaching Overhead**: Occasionally – while loading and unloading from the shelves.  **Climbing**: Occasionally – while using a ladder or a step stool.  **Balancing**: Frequently – while entering and existing the laundry truck and moving carts with laundry in housing units.  **Pushing/Pulling**: Constantly – while moving laundry carts and using a dolly.  **Fine Finger Dexterity**: Constantly – while loading and unloading the truck, entering computer data, completing paperwork.  **Hand/Wrist Movement**: Frequently – while loading and unloading the truck, issuing laundry, entering computer data, completing paperwork.  **Crawling**: N/A  **Driving**: Occasionally – while covering for laundry truck driver and/or support warehouse.  **Sight/Hearing/Speech**: Constantly – while performing daily functions, operating equipment and vehicles at the institution. | | | | | | | | |
| **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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