

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>Ironwood State Prison</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>444-243-1508-007</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>Division of Adult Institutions / Facility Operations</b>		CLASSIFICATION TITLE <b>Materials and Stores Supervisor I – Correctional Facility-</b>		
		WORKING TITLE <b>Materials and Stores Supervisor I (Stationary)</b>		
		TIME BASE / TENURE <b>FT/Perm</b>	CBID <b>R12</b>	WWG <b>2</b>
LOCATION <b>Blythe, California</b>		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.				
<b>GENERAL STATEMENT</b>				
Under the direct supervision of the Material & Stores Supervisor II and indirect supervision of the Warehouse Manager II, this position is responsible for the operation of a large and complex support Warehouse operation. He/She is responsible for, but not limited to, the Stationary department, and will also perform the duties in receiving materials, ordering supplies, perform work related task in SOMS, input data into BIS programs, pulling orders, making deliveries, conducting monthly and annual inventories, and completing all paperwork associated with the above. Random or spot-checks inspections of inmates shall occur as a means to prevent the possession and movement of unauthorized and dangerous items and substances into, out of, or within the facility.				
<b>% of time performing duties</b>	<b>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.</b>			
30%	Directly supervise the inmates assigned to the support Warehouse. Train inmates in proper methods of receiving, storing, stocking and delivery of merchandise. Instruct inmates in proper material handling, cleaning, safety and maintenance techniques. Search inmates for contraband. Record and prepare inmate work and disciplinary documents. Perform required informal count of inmates on an hourly basis and conduct random inspections of their work areas throughout the day.			
30%	Order, receive, and store merchandise using established warehousing procedures. Deliver materials and supplies throughout the institution as requested. Adhere to all established safety standards. Complete necessary paperwork.			
20%	Inventory warehouse as assigned. Assist in preparation of monthly and annual reports. Order supplies and materials using established purchasing procedures.			
10%	Operate forklifts delivery trucks and other warehousing equipment adhering to all established safety standards.			

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| 5% | Answer telephone. Answer questions concerning support warehouse operations. Fills in for absent M&SSIs in other assignments as required.  |
| 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. |

**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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