

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Materials and Stores Specialist	
		Division and/or Subdivision Aviation Management Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento, CA	
		Class Title of Position Materials and Stores Specialist	
		Position Number 541-065-1506-904	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
60%*	Under the supervision of the Aviation Management Unit (AMU) Administrative Program Support Manager (Staff Services Manager I). The Materials and Stores Specialist performs the following duties: *Receives incoming boxes and packages. *Moves all packages from loading dock area to receiving area using a pallet jack for large or pelleted shipments. *Verifies appropriate delivery and condition of products received from purchase order, packing slip, or other documentation and visual inspection. *Sorts all incoming shipments received, verifies condition of stock, and quantity of item received. *Determines stock location and prepares stock for Quality Control inspection and approve for use. *Communicates with Procurement and Accounting Sections on receiving issues. *Receives item in our specialized inventory system and prepares transfer sheets for items location. *Files the stock received reports for inventory items.		
20%*	*Compare items to identifying information and counts, weights, or measures of outgoing shipments. *Verifies information against appropriate documentation, including but not limited to, purchase orders, invoices, customer orders, drawings, and bills of lading. *Visually examine and compare items to be shipped with appropriate documentation and quality control process requirement. *Alert appropriate individual or department of discrepancies or damage. *Weighs packages and prepares required documentation for shipping. *Affixes shipping labels, identifying information, and shipping instructions onto packed cartons or containers. *Posts weights and shipping charges and affixes postage.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Must be able to lift to 50 pounds			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only			
<input type="checkbox"/> Posted to Directory		_____ Initials and date	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

Assist the AMU Property Manager (Business Service Officer) in identifying Federal Excess Personal Property (FEPP) material and in maintaining and overseeing the accountability of state and federal property and equipment. Provide and maintain accurate records of acquisition, maintenance, control, and disposition and equipment. Control, identify, and dispose of aircraft FEPP material being used by AMU. De-mil items that cannot be used or sold to the public. Conduct sale previews and assist in loading of FEPP items sold in sales.

5%

In complying with proper health and safety practices; maintains a neat and orderly work area by breaking down cardboard storage boxes, disposing of wrapper debris and cardboard into recycle bins, and sweeping floors with a push broom to ensure a safe working environment. Performs other job related duties as directed by supervisor.

Work environment:

Can be exposed to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises, hearing protection is provided and an annual hearing test is mandatory and is provided by employer. Requires physical work, lifting, pushing, or pulling required objects up to 50 pounds.

Additional Desirable Qualifications: Current Class B California driver's license.

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Employee Signature _____

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