

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office Central California Women's Facility/OPS/CALPIA	2. Unit Name/Industry Warehouse
3. Class Title Industrial Warehouse & Distribution Specialist, P.I.	4. Proposed Incumbent (if known)
5. Current Position Number (Agency-Unit-Class-Serial) 383-410-7231-001	6. Effective Date

7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Warehouse and Distribution Supervisor, the incumbent is responsible for the supervision of incarcerated individuals, Provides transportation of incarcerated individuals laundry between Central California Women's Facility (CCWF) and Valley State Prison (VSP). Performs duties involving the receipt, storage, issuance and shipping of various supplies, raw materials and finished goods.

Work Schedule: Monday – Friday, 0530 - 1330

8. Percentage of time performing duties:	9. 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. (Use an additional page if necessary.)
	ESSENTIAL FUNCTIONS
35%	Performs duties associated with the Enterprise Resources Planning System (ERPLx), including, but not limited to, inventory (raw material and finished goods), cycle counting and purchasing. Assists and monitors the receipt, storage, issuance and shipping of various materials, supplies and equipment. Determines whether or not these items meet accepted specifications/standards. Inspects raw materials and finished good for quality assurance. Supervises up to eight incarcerated individuals.
25%	Performs duties associated with the transportation of incarcerated individuals' laundry between Central California Women's Facility (CCWF) and Valley State Prison (VSP).
15%	Performs duties related to training incarcerated individuals in safety; participates in safety meetings, including fire drills, assigns work for new incarcerated individuals' workers, prevent accidents and injuries on the job and safeguards state property.
10%	Evaluates incarcerated individuals' performance. Maintains individual reports for new incarcerated individuals. Issues appropriate paperwork to assist in maintaining discipline. Analyzes situations accurately and takes effective/necessary action.
5%	Implements the individual components of the Industry Employment Program (IEP). Trains and motivates incarcerated individuals in personal development through their participation in the program.
	MARGINAL FUNCTIONS
5%	Keep apprised of the new developments and techniques in modern warehousing methods and practices. Keep apprised of institution and department rules and regulations. Complete mandatory IST/OJT classes.
5%	Perform other duties as required related to the classification.
	(Continued on Page Two)

10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL KP 9/14/2022		

<p>8. Percentage of time performing duties:</p>	<p>9. 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.</p> <p>(Continued from Front Page.)</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>This position is required to maintain a valid Class A/B driver's license and valid medical certificate with endorsement for hauling/pulling of hazardous materials and for pulling double trailers. This position is subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law and will be included in the Department of Motor Vehicles (DMV) Employer Pull-Notice EPN) Program.</p> <p>Persons appointed to the position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform essential elements of the job during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.</p>
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