

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Warehouse Worker		DWR POSITION NUMBER 2310-6220-X8X	SAP POSITION NUMBER 50012782	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION O&M/Delta Field Division/Administration	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 12				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Loyd Thomas	SUPERVISOR'S CLASSIFICATION Staff Services Manager I (Supervisor)	
APPROVED BY (Personnel Analyst's Name) Alyssa Hurn			DATE 05/14/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under supervision of the Staff Services Manager I (Supervisor), incumbent will perform journey level work in the receipt, storage, inventory and issuance of materials in the warehouse.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgment.			
45%	According to field division procedures, issues stock to employees. Receives materials and supplies from incoming freight deliveries; checks with purchase documents for correct shipments and completes orders through SAP computer program. Checks packing slips with purchase documents and notes receipt of all freight orders. Will be expected to operate electronic data processor, making appropriate entries. Incumbent will be required to operate automotive vehicles on public roadways and travel to remote areas within the field division.			
20%	Replenishes stock on shelves as needed from bulk storage area.			
20%	Keeps floors and shelving clean and free of dust and debris. Organizes shelving neatly for efficient distribution of supplies.			
10%	OTHER RESPONSIBILITIES Operates material handling equipment including forklifts to perform the necessary movement of materials and supplies. Incumbent will be required to operate automotive vehicles on public roadways and travel to remote areas within the field division.			
5%	Delivers supplies and materials to plants and other facilities. Makes in town pick ups for emergency supplies as needed.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Loyd Thomas		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>			
	<p>SPECIAL REQUIREMENTS</p> <p>Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways as travel to remote areas within the field division is necessary to perform the requirements of this position.</p> <p>This is a sensitive position and is subject to substance abuse testing set forth in California Department of Human Resources (CalHR) Regulations 599.960 - 599.966.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>This position is not eligible for telework.</p> <p>PHYSICAL REQUIREMENTS:</p> <p>Ability to move 60 pounds; ability to bend, stoop, reach, climb stairs and ladders' ability to operate a forklift; ability and stamina for manual labor; must be able to operate computers. Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Materials & Stores Specialist		DWR POSITION NUMBER 2310-1506-007	SAP POSITION NUMBER 50012782	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION O&M/Delta Field Division/Administration Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 12				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Loyd Thomas	SUPERVISOR'S CLASSIFICATION Staff Services Manager I (Supervisor)	
APPROVED BY (Personnel Analyst's Name) Alyssa Hurn			DATE 05/14/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>Position Summary: Under the supervision of the Staff Services Manager I (Supervisor) at the Business Management Services, incumbent is responsible for a large point-of-use warehouse with an annual inventory exceeding \$1.5 million.</p> <p>ESSENTIAL FUNCTIONS: This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgement. The following are specific essential duties:</p>			
35%	Responsible for maintaining records for the receipt, issuance, and inventory control of all materials and supplies, including specialized hydroelectric spare parts for the Delta Field Division. Prepares requisitions for stock items in SAP.			
25%	Issues material from stock as requested by personnel. Receives, unpacks, and checks incoming materials against packing slips to verify items and quantities received. Enters receiving documents into SAP.			
15%	Moves material to designated locations and stocks/replenishes appropriate storage facility; monitors minimum/maximum levels. Operates material handling equipment, including forklifts. Incumbent will be required to operate automotive vehicles on public roadways and travel to remote areas within the field division.			
10%	Prepares packages for shipping via postal service or commercial carrier; unloads freight by hand or fork lift, as required.			
10%	Keeps storage facilities, materials, and floors clean and orderly.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Loyd Thomas		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
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<i>Percent of Time</i>	<i>Activity</i>			
5%	<p>Assist Business Service Officer with less complex purchasing activities, and does follow-up as requested.</p> <p>PHYSICAL REQUIREMENTS: Strength and ability to move a minimum of 50 pounds. Ability to bend, stoop, stretch, enter and exit vehicles, and climb ladders. Must be able to do repetitive bending and lifting, must be able to visually identify parts and equipment.</p> <p>SPECIAL REQUIREMENTS: Employee is required to successfully complete all safety training related to the functions of the job.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>This position is not eligible for telework.</p> <p>Position requires a working knowledge of job related computer software applications.</p> <p>Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways as travel to remote areas within the field division is necessary to perform the requirements of this position.</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>			