

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
POSITION DUTY STATEMENT  
BU: 1, 4, 9, 10, 11, 12, & 14

|   |   |  |
|---|---|--|
| EMPLOYEE:   | CLASSIFICATION:<br>Warehouse Worker   | HEADQUARTERS:<br>Riverside   |
| PROGRAM/UNIT:<br>Logistics Management / Logistics / Logistics Section/Disaster Logistics-Warehouse and Stockpile Distribution Operations/ SoCal Warehouse Team  | POSITION NUMBER:<br>791-6220-003 / 11922  | CBID:<br>R12   |
| TENURE:<br>Permanent  | TIME BASE:<br>Full Time   | WORK WEEK GROUP:<br>2  |
| APPT EFFECTIVE DATE:  | RANGE (IF APPLICABLE):  | PROBATIONARY PERIOD:<br><input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A |
| IMMEDIATE SUPERVISOR:<br>Warehouse Manager I  | CONFLICT OF INTEREST CATEGORY:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | DMV PULL PROGRAM:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |
| <p>1. SUPERVISION RECEIVED:<br/>The Warehouse Worker is under the supervision of the Warehouse Manager I, in Warehouse and Stockpile Distribution Operations Unit within SoCal Warehouse Operations. However, direction and assignments may also come from the Program Manager I (PMI) within NorCal Warehouse Operations Unit or another manager.</p>  |   |  |
| <p>2. SUPERVISION EXERCISED:<br/>N/A</p>  |   |  |
| <p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):<br/>The work environment is both inside and outside of California Office of Emergency Services (Cal OES) facilities and involves walking on uneven ground; exposure to constant noise such as fans, motors, and alerting devices; working at heights on tall ladders; exposure to dust and fumes; exposure to hot or cold temperature variances; and possible exposure to hazardous materials (cleaning and lubricating solvents, batteries, etc.).</p> <p>Other Requirements:</p> <ul style="list-style-type: none"> <li>• Daily use of Personal Computer (PC) and related software applications at a workstation.</li> <li>• Willingness to do heavy manual labor in both indoor and outdoor areas.</li> <li>• Maintain a valid California Class C driver's license.</li> <li>• Comply with all safety policies, practices and procedures and report all unsafe activities to supervisor and/or Unit manager.</li> </ul> |   |  |
| <p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):<br/>Incumbent may have contact with all levels of the CalOES staff, contractors, vendors, and the public.</p>   |   |  |
| <p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):<br/>Responsible for shipping, receiving, storage, inventory etc. It is crucial to maintain inventory for CalOES equipment, supplies, and Personal Protective Equipment (PPE).</p>  |   |  |
| <p>6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:<br/>When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:</p> <p style="margin-left: 40px;">May be required to work in the State Operations Center (SOC), Regional Emergency Operations</p>  |   |  |

Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

In the Warehouse Operations Unit, and under supervision of a Warehouse Manager I (WMI), the Warehouse Worker is responsible for performing a variety of warehousing functions including the receiving, storing, inventorying, and shipping of warehouse items and equipment.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

| Percent of Time | ESSENTIAL FUNCTIONS   |
|-----------------|---|
| 35%             | <p>RECEIVING</p> <p>In order to receive shipments for Cal OES and ensure the shipments are correct and damage-free:</p> <ul style="list-style-type: none"> <li>• Review shipment documents to verify the address and quantities are correct and conduct a visual inspection of the items to ensure they are not damaged.</li> <li>• Receives, stores, and places all incoming items and vendor deliveries in appropriate staging or holding areas for processing.</li> <li>• Reconcile shipment with proper procurement documents.</li> <li>• Verify Purchase Order (PO#), quantities, and model numbers, and check for damaged freight by opening freight containers.</li> <li>• Complete required paperwork to account for any damaged or missing items.</li> <li>• Assign each item a warehouse bar code number and location.</li> <li>• Move item to correct location using appropriate material handling equipment.</li> <li>• Deliver completed paperwork to the Warehouse Manager I for database update.</li> <li>• Identifies recipients for supply shipments, equipment, parcels, packages, and other items received.</li> </ul> |
| 35%             | <p>OUTBOUND SHIPPING</p> <ul style="list-style-type: none"> <li>• Correctly package all materials for shipment by using proper containers and packing material.</li> <li>• Prepare the proper shipping document (UPS, Fed Ex, GPS, bill of lading, etc.).</li> <li>• Clearly and correctly label all packages for shipping according to the information provided on the shipping document.</li> </ul>   |

|                 |   |
|-----------------|---|
|                 | <ul style="list-style-type: none"> <li>• File shipment document in appropriate file or log.</li> <li>• Load trucks utilizing both manual and power material handling equipment.</li> <li>• Perform NexGen requests and process order fulfillments by printing all pick slips daily, pulling the items from stock, staging items for delivery, and updating the status in NexGen for each order.</li> <li>• Counts items to verify accurate completion of deliveries.</li> <li>• Identifies and reports damaged and/or missing items from shipments immediately to the Warehouse Manager I.</li> </ul>   |
| 20%             | <p>INVENTORY</p> <ul style="list-style-type: none"> <li>• Conduct an annual physical inventory of all equipment, supplies, and commodities stored in the warehouse.</li> <li>• Ensure proper receipt, storage, issuance, and shipping of equipment, supplies, and commodities.</li> <li>• Continuously monitor inventory counts and replenish as necessary.</li> <li>• Maintain sufficient levels of equipment, supplies, and commodities by physically counting items and reconcile with automated inventory report.</li> <li>• Prepare surplus property and survey documents to appropriately dispose of or donate, outdated, surplus, or unusable inventory items.</li> </ul>  |
| 5%              | <p>MAINTENANCE</p> <p>In order to maintain a safe work environment:</p> <ul style="list-style-type: none"> <li>• Run generators on a weekly basis to ensure equipment remains in working order.</li> <li>• Inspect Material Handling Equipment (MHE) on a daily basis to ensure equipment is in proper working order.</li> <li>• Ensure operators complete equipment checklists daily and submit to the Warehouse Manager I for signature.</li> <li>• Maintain a clean warehouse and parking lots by using brooms, dust mops, blowers, and mops.</li> <li>• Break down cardboard boxes and wooden crates.</li> <li>• Pick up recycled or shredded paper and return to warehouse.</li> <li>• Put away all material handling equipment at end of each shift.</li> </ul> |
| Percent of Time | MARGINAL FUNCTIONS  |
| 5%              | <p>Other Job-Related Duties as Required</p> <p>Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>  |

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

| Activity   | Not Required             | Less than 25%                       | 25% to 49%               | 50% to 74%               | 75% or More                         |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| SITTING: At a computer terminal or desk; conferring with employees.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| STANDING:  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| BALANCING:   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff. | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

| Activity  | Not Required             | Less than 25%                       | 25% to 49%                          | 50% to 74%                          | 75% or More                         |
|---|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| LIFTING UP TO 10 LBS. OCCASIONALLY:                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY: | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| KEYING: Pushing buttons on telephone; typing; copying.              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| REACHING: Answering phones.   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CARRYING: Distributing mail; reports; stocking supplies.            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CLIMBING: Stairs.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BENDING AT WAIST:   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| KNEELING:   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| PUSHING OR PULLING:   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| HANDLING: Documents, manuals, and materials.                        | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| DRIVING:  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.        | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| WORKING INDOORS: Office environment.                                | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| WORKING OUTDOORS:   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| WORKING IN CONFINED SPACE:  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

*Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.*

*I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.*

*I have read and discussed these duties with my supervisor:*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*