

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Warehouse Worker	Bureau of Automotive Repair
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Warehouse & Mailroom Technician	Administration Branch / Business Services Unit / Mailroom / Rancho Cordova
<b>Position Number</b>	<b>Name and Effective Date</b>
646-100-6220-001	

**General Statement:** Under the supervision of the Supervisor I, the Warehouse Worker performs loading, unloading, shipping, stocking, and mailroom functions. In addition, the Warehouse Worker processes statewide mass mailings to repair shops regarding Bureau of Automotive Repair (BAR) programs. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

**20% (E) Loading/ Unloading**

Load and unload (by lift truck or other safe means) boxes, pallets, packages. Secure materials destined for warehouse stock by placing materials on pallets and securing by shrink wrap or strapping and using fork lift or hand jack to store pallets. Deliver supplies, furniture, and machinery orders to various offices.

**15% (E) Mailroom Functions**

Pick up mail from Post Office. Receive, log, and distribute UPS, and other express and courier deliveries. Sort and distribute incoming and outgoing mail and provide messenger service.

**15% (E) Stocking / Restocking / Storage**

Stock and restock shelves, bins, pallets, or other storage facilities with forms, brochures, furniture, automotive parts, tools, and miscellaneous materials and compares to various shipping orders.

**15% (E) Program Information Distribution**

Ship BAR literature to stations and repair shops as requested. Prepare statewide mass mailings for the Consumer Assistance Program, Licensing Unit, and other various BAR programs. Answer incoming telephone calls from the public seeking direction on BAR services and provides information regarding mail services to BAR employees and other state agencies; receive and process sensitive and confidential mail requests from all BAR departments and offices statewide and distribute mail appropriately.

**15% (E) Certification Request Form Records**

Maintain simple Certification Request Form records from technicians and shop owners. Communicate with the Licensing Unit to assign and track numbered Certification Booklets to shop owners. Maintain "filled-order" files for distributions of numbered Certification

Booklets. Maintain simple records of payments mailed directly to BAR from public stations and shop owners for materials.

**10% (E) Organizing / Clerical Functions**

Organize the warehouse and mailroom. Answer telephones; type labels and forms; file; use photocopy machine; use fax machine and other office-related machines.

**10% (E) Shipping**

Make arrangements with industrial trucking companies and commercial movers for property/equipment to be shipped to various locations. Prepare equipment for shipment to vendors and contractors including pallet quantities of material.

B. Supervision Received

The incumbent works under the supervision of the Supervisor I but may receive direction and assignments from the Materials and Stores Specialist, the Supervisor I over the Procurement and Contracts Management, the Supervisor II and/or Executive Management.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The incumbent will have frequent contact with employees and clients at all levels including the Department of Consumer Affairs, US Postal Service, and various other vendors.

F. Actions and Consequences

The incumbent receives incoming mail daily, which must be distributed the same day of receipt. Failure to implement and maintain effective procedures and practices could result in the day-to-day operations of the office being disrupted and clients not being effectively and efficiently served relative to timely mailing of licenses and enforcement action notifications. Failure to be organized and detail oriented could result in mail being lost. This could result in discredit to the Department, Bureau, significant financial loss to the department, or hardship for the applicant due to not receiving their license in a timely manner. Failure to follow the rules of the road could result in a liability for the Department.

G. Functional Requirements

The incumbent will spend approximately 30 hours per week in a warehouse setting, which includes lifting, driving, operating machinery, standing, sitting, and walking. The incumbent works up to 10 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements in the office are consistent with office work.

Physical Demands:

In an 8-hour work shift, the incumbent will routinely:

Stand/Walk	Frequently
Sit	Frequently

Drive	Occasionally
Bend/Stoop	Frequently
Squat/Crouch	Occasionally
Crawl	Occasionally
Reach/Stretch	Frequently
Balance	Occasionally
Push/Pull	Occasionally
Carry	Frequently
Lift	Frequently
Kneel	Occasionally
Twist	Occasionally
Foot Movement	Occasionally, the employee will use repetitive foot movements when driving a vehicle.
Hand Manipulation	The incumbent uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for writing or typing.

Occasionally = 1-33% of workday  
Frequently = 34-66% of workday  
Continuously = 67-100% of workday

**Environmental Conditions:**

The incumbent will work both indoors and outdoors, depending on the situation s/he is involved in at any given time. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. While driving, the employee is exposed to dust and fumes.

**H. Other Information**

The incumbent works 40 hours per week. The incumbent is required to maintain regular and consistent attendance. The incumbent must have the ability to work cooperatively with others, to exhibit courteous behavior toward coworkers and the public at all times and to report to work on time are required. Additionally, the incumbent must have the ability to work under changing priorities and deadlines, as well as the ability to look and act in a professional manner and the ability to speak English clearly and write in English. Forklift certification for the incumbent is required bi-annually. The incumbent is required to possess a valid California driver's license. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

---

Employee Signature

Date

---

Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

---

Supervisor Signature

Date

---

Printed Name

**Revised: 04/2026**