

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-118-1550-001	Date:
Class: Property Controller I	Name:
Under the general direction of the Hospital General Services Administrator II, the Property Controller I is responsible for the operation of a complete property control system. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Responsible for completing the monthly Property Reconciliation Report for major equipment. This report includes the acquisition of equipment through purchase, special repairs, donations, major or minor capital overlay; and the removal of equipment that has been inspected, reported and surveyed as required. Is also responsible to ensure that the figures are accurate and complete, and that all new equipment is inspected and tagged. As "Custodian of Records", identified in the State Administrative Manual (SAM) Sec. 8652. The Property Controller I is responsible for the completion of periodic inventories, reconciliation of annual statements of property inventory for both major and minor equipment by classification and location. Assist departmental staff in obtaining equipment best suited for their needs. Process all required documentation and prepares monthly special reports for management. Input documents, warehouse inventory, and warehouse information into the computer. Assist with warehouse inventories as requested.
35%	Coordinate with department staff in the movement of State Property. Maintain the automated record of property accounts daily or as movement occurs for minor and major equipment. The Property Controller I is responsible for recording the acquisition of State property. Properly tagging or marking property to include the release, replacement and/or transfer of property throughout the VHC-WLA. Inform employees receiving property of their responsibilities, and issue directives concerning the care and movement of property. Develop policies and procedures for the daily control of property. Determine the quality and kind of equipment to be purchased and write specifications for goods and services.
15%	Obtain meter readings from equipment as deemed necessary for the completion of the monthly Copier, Property, and Survey Reports. Complete Transfer of Location Equipment forms, and any documentation required to properly record the disposition of property requiring maintenance, repair, salvage or disposal. The Property Controller I will assist in the preparation of data to justify additional and replacement equipment. Supervise the keeping of necessary property records. Solicit vendor support to accomplish all required preventive maintenance and warranty repairs of all equipment.
5%	Responsible for maintaining a safe work environment that includes safety training, inspections, and accident prevention. Maintain, inspect and complete mileage reports as required for vehicle(s) used in the movement of property.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Read documentation, acknowledge environmental changes.					X	
HEARING: Recognize audible communication from fellow employees, be aware of environmental changes.					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Distribute documents and information, relocate property and equipment.					X	
SITTING: Sit at desk.				X		
STANDING: Copy documents, record property information.				X		
BALANCING: Maintain upright position while standing and sitting.		X				
CONCENTRATING: Perform daily tasks.					X	
COMPREHENSION: Understand needs as requested.					X	
WORKING INDEPENDENTLY: Perform daily tasks.				X		
LIFTING UP TO 10 LBS:				X		
LIFTING 10-25 LBS:				X		
LIFTING 25-50 LBS:		X				
FINGERING: Use the telephone, fax machine, computer, copier/printer, calculator and keys to open the connex boxes; retrieve documents from printer.					X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer; obtains binders from overhead compartment at desk.		X				
CARRYING: Carry clipboard to use when property tagging newly received equipment.				X		
CLIMBING: As needed to perform duties.		X				
BENDING AT WAIST: Must tag or find tags on all campus owned equipment.					X	
KNEELING: Must tag or find tags on all campus owned equipment.		X				
PUSHING OR PULLING: Must place or remove equipment items from the storage connexes to issue to staff.				X		
HANDLING: Must handle almost every piece of equipment received on campus.					X	
DRIVING: May be asked to drive to the vendor's place of business to look at equipment; as needed to perform duties or attend training.		X				
OPERATING EQUIPMENT: Staff uses all forms of office equipment including computers, copiers, printers, fax machines and state owned vehicles.			X			
WORKING INDOORS: Supervise the movement of equipment from office to office and from connex to office or warehouse to office. Also property tags and inventories all equipment in all offices on the campus.				X		
WORKING OUTDOORS: Occasionally property tags equipment while on the warehouse dock.		X				
WORKING IN CONFINED SPACE: Staff store, remove or survey out all equipment for the campus, some of which is located in 40 ft or 80 ft. connex containers; storage room, file room, etc.				X		

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____