

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 8/11/2025
Employee Name	Division Hospital Administrator		
Position No / Agency-Unit-Class-Serial 455-559-6220-001	Unit Plant Operations Department		
Class Title Warehouse Worker (Plant Operations)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R12	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES To perform journey person work in the receipt, storage, inventory, and issue of materials; to use powered or non-powered material handling equipment a necessary.			
50%	MATERIALS MANAGEMENT PROCESS: STORAGE: Ensures commodities are appropriately stored or rerouted to specific areas. Maintains warehousing areas, related equipment and fixtures in a condition safeguarding product integrity, ensuring stock rotation, employee safety, inventory control and the security of the facility. Ensures work areas are maintained in a clean/sanitary and well-organized condition. INVENTORY: Conducts physical inventories and stock on hand records are reconciled. Replenishes orders to guarantee uninterrupted availability of supplies for the operational needs of the facility. Ability to operate a computer is required. ISSUE OF MATERIALS: Ensures requisitions for varied commodities are filled in a timely manner, accuracy is checked; and orders are delivered to designated locations. Pick-up and delivery of freight and supplies from businesses throughout the state. Pick-up of incoming mail from Post Office and delivery of out-going mail to Post Office. Pick-up and delivery of Express Mail as emergencies warrant this action.		
30%	OPERATE MATERIAL HANDLING EQUIPMENT: Material handling equipment will include, but not be limited to a freight elevator, weigh scales, hand trucks, stock carts, forklifts, electric carts, and pallet jacks. Must be able to read, write and speak English. Employee must be able to do mathematical calculations. Employee must be able to see and hear and have good eye-hand-foot coordination. The Job will require consistently lifting 51-75		

	pounds throughout the day with a maximum overhead weight of 30 pounds without assistance.
20%	INTERACTION AND COMMUNICATION: Contact with the public, other state employees and occasionally patients. Good judgment and professionalism are exercised. Work related documents are prepared and routed to specific points within the facility. Must be able to consistently demonstrate professional interactions with patients and maintain therapeutic boundaries.
Other Information	Supervision Received: Utility Shop Supervisor – Mechanical Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Methods, practices, and equipment used in receiving, storing, and shipping material and supplies; method of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift, trucks, and other types of material handling equipment; methods for taking inventories and maintaining simple inventory records. ABILITY TO: Read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; follow instructions. Operate powered materials handling equipment. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety

	vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Ability to operate hand trucks, stock cart, electric carts, forklift, freight elevator, and pallet jack. TECHNICAL COMPETENCIES Ability to read, write and speak English. LICENSE OR CERTIFICATION It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. – Possession of a Class C California driver license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and
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Physical Requirements of Position
Warehouse Worker - PLOPS (6220)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public		X				
By phone with public		X				
With inmates, patients, or clients		X				
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.				X		
26 - 50 lbs.				X		
51 - 75 lbs.			X			
76 - 100 lbs.		X				
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking				X		
Running	X					
Crawling	X					
Kneeling	X					
Climbing		X				STAIRS
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)			X			
Reaching (below shoulder)				X		
Pushing & Pulling			X			
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)			X			
Computer use (keyboard, mouse)			X			
Walking on uneven ground		X				
Driving			X			
Operating hazardous machinery		X				
Exposure to excessive noise		X				
Exposure to extreme temp.		X				
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					