

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Materials and Stores Specialist		DWR POSITION NUMBER 2210-1506-081	SAP POSITION NUMBER 50032210	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION O&M/Oroville FD/Business Mgmt. Services Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: 12				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Cathy Shannon		SUPERVISOR'S CLASSIFICATION Supervisor I
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse				DATE 8-18-26
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the general supervision of the Staff Services Manager I, Materials & Stores Specialist performs warehousing duties for the Business Services Unit. Must use good judgment and carry out all work assignments in a safe, economical and efficient manner and be knowledgeable of all warehouse functions. Responsible for a large point-of-use warehouse ensuring that operational needs are met.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; maintain regular, consistent, predictable attendance; and exercise good judgment. The specific essential duties are, but not limited to, the following:			
40%	In charge of the receipt, storage, issuance, shipping, and establishment of stock levels of materials, complex technical supplies, memorandum, specialized spare parts and construction material. Receives, unpacks, and checks incoming materials against packing slips to verify items and quantities received. Performs data entry of specific Goods Movements into SAP. Maintains the inventory records for items in the warehouse. Creates purchase requisitions in SAP utilizing the Procurement Module. Evaluates and makes recommendations on the storage capabilities of all supplies, with consideration to shelf life, safety, and temperature needs. Must deal effectively and have the ability to work cooperatively with others.			
30%	Utilize the SAP pick list report to pull material from stock and issue to personnel. Using SAP, handheld devices, or other tools as appropriate, maintain accurate records and inventory control on all materials and supplies. Assist in quarterly/annual physical inventory and inspections pertaining to the warehouse section. Coordinates with supervisors in other branches to ensure adequate minimum/maximum levels of stock to meet the needs of the operation and maintenance of the Oroville Field Division. Prepare documentation of capitalized equipment or property and sensitive items prior to issuing the material to the recipient.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Cathy Shannon		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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15%	Operates material handling equipment including forklifts to perform the necessary movement of materials and supplies and schedules maintenance and repairs to warehouse equipment, e.g. forklift, electric cart, etc. Incumbent will be required to operate automotive vehicles on public roadways, and travel to all plants and various facilities to distribute supplies upon request. Makes in-town pick ups for emergency supplies as needed.			
5%	Prepares packages for shipping via postal service or commercial carrier. Responsible for maintaining shipping log and preparing shipping labels.			
5%	Performs daily housekeeping chores. Maintains a neat and safe work environment.			
5%	Assist with less complex purchasing activities, and does follow-up, as requested. Assists in directing and monitoring Youth Aid's activities.			
	SPECIAL REQUIREMENTS:			
	Strength and ability to move up to 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 visually identify parts and equipment. Position requires a working knowledge of job-related computer software applications.			
	Must possess a valid California Class C Driver's License as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division to perform the requirements of this position.			
	This position is not eligible for telework. Overtime may be required based on work needs.			
	Employee is required to successfully complete all safety training related to the functions of the job.			
	This is a sensitive position and is subject to substance abuse testing set forth in California Department of Human Resources (Cal-HR) Regulations 599.960-599.966.			
	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. The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			

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	OTHER RESPONSIBILITIES: This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or 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 Office of Emergency Services and Federal Emergency Management Agency 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 preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.			