

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1794-400		MCR / HCR	
DIVISION / UNIT Procurement Department		CLASSIFICATION TITLE Property Controller II, CF			
		WORKING TITLE Property Controller II, CF			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 5/1/2026		INCUMBENT	
WORK HOURS: 0800 Hours – 1600 Hours		RDO: Saturday, Sunday, State Holidays			
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
Under direction, to have responsibility for property control in the larger State departments, institutions, districts, or geographical areas; may instruct, lead, or supervise incarcerated workers, wards, or resident workers, and to do other related work.					
Establishes and supervises the maintenance of property accounts and records of location of property; is responsible for recording the receipt of new property and for the proper marking of property; releases property to authorized units and individuals; informs employees receiving property of their responsibility and liability for it; issues directives concerning the care and movement of property; receives requests for and recommends transfers of property; makes or supervises the making of periodic inventories and reconciles property records; prepares annual statements of property inventory showing the cost of property by classification; determines the condition and recommends proper disposition of property requiring repair, salvage, or disposal; may conduct sales of property being disposed of; may maintain control records for keys; prepares data to justify replacement or additional equipment in the equipment budget; develops improvements in property accounting procedures in accordance with departmental directives and the State system of property accounting; instructs others in the methods of property accounting; keeps records; dictates correspondence; prepares reports; maintains order and supervises the conduct of persons committed to the California Department of Corrections or the Department of the Youth Authority; prevents escapes and injury by these persons to themselves, others or property; maintains security of working areas and work materials; inspects premises and searches incarcerated workers or wards for contraband, such as weapons or illegal drugs.					
GENERAL STATEMENT					
Under the direction of the Business Services Officer I (BSO I) (CF), the Property Controller II (CF) is responsible for maintaining the property inventory for the institution and for delivery of equipment to the various work units. The incumbent will not assume incarcerated worker supervision or other duties of assignment during designated 15-minute rest periods. During these rest periods the incumbent is free to leave the job site, unless directed differently by a supervisor. In the event an incarcerated worker under the incumbent's supervision fails to report to his assignment within 10-15 minutes, the incumbent will contract the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the incarcerated worker. The incumbent is responsible for conducting random and unscheduled inspections of incarcerated workers work areas for potential escape material and contraband. In the event the incumbent out counts incarcerated workers, he/she is responsible to physically identify the incarcerated worker before accurately calling in a paper count and physically identify the incarcerated worker before accurately calling in the positive count. Duties include but are not limited to the following:					

030-261-1794-400

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	Issue, distribute and maintain property, equipment, and records of supplies to various departments of the institution; maintain a secure storage area for property; conduct periodic checks of the institution for properly placed equipment; input information on equipment locations on to the computerized system and generate periodic reports. Responsible for the operation of the property and equipment; assist in coordinating the flow of purchased and manufactured incoming commodities to the institution; regulate and control distribution of property and equipment so proper accounting records are maintained.
35%	Check property and equipment against purchase orders as to their correctness in specifications, quality and quantity and issue the proper receiving papers necessary. Investigate complaints as to quality and quantity of goods received, reject, and return unsatisfactory goods.
15%	Maintain adequate stock for institutional needs; anticipate requirements and be constantly alert to stock levels.
10%	Maintain strict sanitary conditions in the Property Department. Participate in appropriate I.S.T.; perform other related duties as required. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in the out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The person appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated workers. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated workers and/or the protection of personal and real property. Persons appointed to positions in this class must be reasonably expected to prevent escapes and injury by incarcerated workers to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated workers, wards, residents or patients for contraband such as weapons or illegal drugs.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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