

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison - Corcoran	POSITION NUMBER (Agency-Unit-Class-Serial) 084-243-1508-009	MCR / HCR 1	
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Business Services / Procurement	CLASSIFICATION TITLE Material & Stores Supervisor I, CF		
	WORKING TITLE Materials & Stores Supervisor I		
	TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION Support Warehouse/ Support & Delivery	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.			
DIVISION OVERVIEW			
Under the direct supervision of the Materials and Stores Supervisor II, CF (M&SS-II), the Materials & Stores Supervisor I (M&SS I) is responsible for assisting the Recycling and Salvage Program (RASP) and the Support Warehouse operations, to include the receipt, delivery, storage, issuance, and shipping of a large variety of disposable and recyclable materials and a large volume of various commodities/supplies throughout the Institution. This position requires the operation of a commercial vehicle with a Gross Vehicle Weight Rating (GVWR) of over 26,000 pounds and requires the possession of a Commercial Driver's License with Air brake endorsement; the position also requires the operation of a state vehicle of less than 26,000 pounds to perform work related tasks. Departmental employees who must possess a Commercial Driver's License and are performing safety sensitive duties are subject to drug and alcohol testing requirements, these requirements include random, reasonable suspicion, pre-employment, post-accident, pre-duty, return-to-duty and follow-up testing. This position is responsible for performing the work of the Support Warehouse receiving dock worker, which includes inventory control, receiving, storage, issuance and delivery of a large volume of			

varied supplies. This position also requires the incumbent maintain order and supervise the conduct of incarcerated persons (IP), wards, residents, or patients; to protect and maintain the safety of persons and property; and do other related work.

GENERAL STATEMENT

The primary purpose of this position is to ensure proper accountability and delivery of high volume of diverse supplies for the Support Warehouse, be the primary back up driver for RASP, and to support inventory control by maintaining accurate records of STD 115 Supply Order Forms, Invoices, Packing Slips, and related documents.

% 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.
35%	Meet regularly with the Materials & Stores Supervisor II regarding operational objectives and assist with the delivery and receipt of a large volume of varied supplies stored within the Support Warehouse. Assist the Receiving Department to include all recordings of Goods Receipts, supervision of unloading, loading, and proper storage of all delivered goods whether by truck load or parcel freight. Maintains daily contact with Regional Accounting Office, supplying vendors, and appropriate Supervisors/Managers to provide accurate information on delivery discrepancies. Provide technical support to institutional staff regarding the receipt and shipping of various goods and equipment. Maintain security of the worksite and materials. Prevent incarcerated workers from doing harm to others, themselves or to State property and prevent escapes.
30%	Maintain and possess a valid Commercial driver's license with air brake endorsements for the safe operation of a commercial vehicle with a GVWR of above 26,000 pounds and any two-axle vehicle on and off institutional grounds. Operate light-duty state vehicles under 26,000 pounds for official work tasks and perform pre-trip and post-trip vehicle safety inspections, to include forklifts, and work-related equipment. Responsible for the pickup and delivery of recyclable materials such as cardboard, tin food cans, plastics, wood products, paper shred, metal, magazines, and all other related recyclable materials throughout the institution and may be required to operate a commercial vehicle for up to three (3) to five (5) days per week during normal business hours Monday through Friday. Maintain vehicles in good operating order, ensure vehicles are clean and free of clutter, keep trucks, forklifts, and other work-related equipment supplied with oil, fuel, water, air, and fluids as needed.
15%	Train, direct, supervise and monitor the work of incarcerated workers in methods of material handling, storing, rotating, order pulling, and maintaining a clean and sanitary work environment/area. Train incarcerated persons/workers in the proper use of material handling equipment such as forklifts, electric pallet jacks, hand dollies, and related warehouse tools. Ensure incarcerated workers are trained and familiar with Right to Know and Code of Safe Practices pertaining to the area of assignment. Prepare documentation on incarcerated worker performance, behavior, conduct and discipline. Maintain accurate training records in accordance with established time constraints and monthly payroll requirements. Perform weekly safety training updates.
15%	Assist in conducting on-site spot inventories of areas to ensure proper utilization of issued supplies. Provide coverage to other areas under the Support Warehouse umbrella as directed. Provide information on chemical supplies and SDS information for goods received and shipped. Perform morning and afternoon tool inventories, inventory stock items, check and maintain accurate records of package movement. Monitor storage requirements of goods and equipment prior to distribution. Provide secure storage of supplies in conjunction with Departmental and Materials Management guidelines. Maintain delivery schedules for distribution of goods and equipment throughout the institution. Responsible for the filing of all Fiscal year Purchase orders for archiving purposes. Marking and tagging of all delivered food supplies with dates of delivery to ensure proper first-in, first-out method of issue.
5%	Maintain area of responsibility by providing a safe, clean, and sanitary work environment. Conduct inspections of the work site to detect damage to equipment, storage areas, loss of product and notify supervisor for appropriate action. Maintain effective communication with supervisors and other institutional staff. Support the mailroom by assisting as a driver. Attend staff meetings, In-Service Training, and Learning Management System training to sustain compliance. Provide technical support documentation to institutional staff regarding the use of chemical supplies referencing SDS information.

	Perform administrative duties including, but not limited to adhering to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.	
SPECIAL PERSONAL CHARACTERISTICS		
• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.		
SPECIAL REQUIREMENTS		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE