

DUTY STATEMENT

Employee Name:	Position Number: 580-131-6220-909
Classification: Warehouse Worker	Tenure/Time Base: Permanent / Full-Time
Working Title: Warehouse Associate	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R12	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Administration/ Program Support Division	Branch/Section/Unit: Facilities Management Services/ Richmond Facility Support/ Richmond Warehouse

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing the full range of warehousing duties such as, but not limited to receiving, storage, shipping, and inventory.

Under the supervision of the Warehouse Manager I, in the Richmond Warehouse Unit the Warehouse Worker will load and unload outgoing and incoming delivery vehicles. They will select products from the warehouse, load, and secure goods to pallets, move inventory to delivery area, and load merchandise. The incumbent will unload stock from delivery vehicles, and transport to and store in designated warehouse positions. The incumbent will always keep the work environment clean and

tidy, and comply with all relevant safety rules, regulations, policies, and procedures. This position requires a valid California Driver's License for hire and a Forklift certification must be obtained/maintained within 60 days of hire. The Incumbent must be able to transport, lift, move, or carry 25+ pounds, use/operate stockroom/warehouse equipment (i.e., forklift, pallet jack, hand trucks, other transport equipment, dock leveler, trash compactor, etc.), obtain and maintain an annual hazmat certification, and obtain and maintain gas cylinder and chemical storage training.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Valid California Driver's License. Forklift certification (must have or obtain within 60 days of hire and maintain certification). Obtain and maintain annual hazmat certification.
- ☒ Other: Transport, lift, move, or carry 25+ pounds. Use/Operate stockroom/warehouse equipment and obtain/maintain gas cylinder and chemical storage training. Wear assigned uniform.

Essential Functions (including percentage of time)

- 25% Receiving/Storage/Delivery: When receiving, warehouse worker verifies packing slips or other documents accompanying shipments against purchase document. Checks all goods received for correct quantity, address, and damage prior to acceptance of shipment. Indicates on each document whether shipments are complete or partial, noting any exceptions. Fills out necessary documents for partial or damaged goods, over-shipments, and incorrect shipments. Assembles and tag incoming furniture and equipment. Ensures Material Safety Data Sheets (MSDS) received for all chemicals or requests from vendors as needed; read and understand MSDS and maintain MSDS files on all chemicals in central storage (including gas cylinders). Removes and properly discards packing materials before inside delivery. Properly loads, delivers, and unloads materials within or between facilities. Palletizes/un-palletizes materials for warehouse storage or removal.
- 25% Gas Cylinders: Receives, stores, tags, and logs all gas cylinders received. Delivers, properly stores, and returns all cylinders in accordance with Compressed Gas Cylinder Management Plan. Receives all delivery requests and completes daily delivery schedule. Completes all necessary paperwork for receiving, returning cylinders. Reviews invoices for proper charges and resolves delivery, return, and invoice disputes in coordination with laboratory liaisons and with direction from the Warehouse Manager.
- 25% Inventory, Chemical and Supply: Fills requisitions for stock of laboratory supplies, forms, publications, and chemicals. Updates supply and chemical inventory. Prepares Bills of Lading for all shipments via common carrier, state truck, etc. Stores and issues chemicals in accordance with Central Chemical Storage Program. Enters new chemicals into database, reads and files

MSDS and prints and distributes inventory reports as requested.

- 10% Shipping: Prepares non-hazardous materials for shipping and operates UPS meters to ship materials. Keeps shipping records as required.
- 10% General: Assists with physical inventories as required. Operates powered and non-powered handling equipment as necessary to stock and restock materials. Maintains all areas of the warehouse, loading docks, and stockrooms in a safe, clean, and orderly condition. Updates inventory records, label stock in warehouse, stockroom, and chemical storage areas. Maintains current training as required. May order warehouse stock, equipment, and supplies.

May be assigned lead capacity for one location and/or an area of responsibility in health and safety on a rotational basis. These duties will include assistance in employee training, safety inspections and initial complaint resolution in the areas of gas cylinders, chemical storage/receipt/issue/deliver, and site safety.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 1/22/25