

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-150-1506-002				
UNIT NAME AND CITY LOCATED Business Services - Space Management Unit – Elk Grove, CA		CLASSIFICATION TITLE Materials and Stores Specialist				
		WORKING TITLE				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R12	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO CCHCS Warehouse - Sacramento				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of the Supervisor II, the Materials and Stores Specialist (M&SS) is responsible for the purchasing, inventory, labeling, disbursement, shipping and receiving of materials and assets for CCHCS headquarters and regional offices. Travel to Sacramento, Elk Grove, and Regional/Satellite offices throughout the State is required (15%).						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
30%	Serves as a lead to the Warehouse Worker at the CCHCS Warehouse to effectively plan, organize, guide, and direct the day-to-day operations of the CCHCS Warehouse in accordance with established policies, procedures, rules, regulations, and guidelines. Communicates goals and objectives to staff clearly and effectively. Assigns workload and provides complete direction on assignments and tasks. Provides leadership and coaching on subject matters related to warehouse operations and supply chain management. Coordinates activities necessary to develop and implement the goals, objectives, and mission of the department.					
30%	Establishes and maintains an accurate perpetual electronic inventory, accountability and tracking of assets ordered, received, stored, and shipped to/from the Warehouse, Elk Grove Campus, Health					

20% 10% 5% 5%	Records Center, and Central Fill Pharmacy, as well as Regional Offices located in Fresno, Bakersfield, Rancho Cucamonga, Diamond Bar, and Santa Ana. Establishes and keeps accurate records of materials and assets ordered, received, stored, issued, and shipped. Maintains schedule of warehouse appointments and incoming order deliveries. Checks received property to ensure property is received in appropriate quantities and free from damage. Processes Goods Receipts as required, provides notification to appropriate personnel of order/shipment receipts, and reviews and approves shipping and property transfer requests. Stages and schedules outgoing shipments and property transfers, and follow-up on shipment discrepancies or tracking issues as well as orders not delivered in a timely manner. Maintains clean, safe, and efficient working conditions in the warehouse, and ensures preventive maintenance on all warehouse equipment. Provides and maintains training and general knowledge of warehouse operations, safety guidelines, regulations, and principles. Identifies surplus materials and assets to be reused or surveyed and acts to properly dispose, recycle, reuse, or survey all damaged or surplus property while abiding by State guidelines, standards and/or regulations. Attends and/or conducts meetings, participates in work groups or project task force meetings, and attends training as required. Performs general administrative duties, prepares required reports, and performs other duties as assigned.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; inventory and quality control. <i>Ability to:</i> Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action. DESIRABLE QUALIFICATIONS Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration. Possession of a valid Class C California Driver's License and valid forklift certification. Demonstrated ability to act independently, open-mindedness, flexibility and tact. Work independently and take initiative to improve and create processes and solutions. Use good judgment and take effective action. Excellent analytical and problem-solving skills. Excellent verbal and written communication skills. Familiarity with State procurement processes. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position may be reasonably expected to exert 50-75 pounds of force

frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves standing, walking, or crouching most of the time, but may involve sitting in an office for brief periods to complete paperwork and/or reports. 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. • 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. • Strength, good physical agility, and willingness to do heavy manual labor.		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE