

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-151-4800-005				
UNIT NAME AND CITY LOCATED Business Services Acquisitions Management Section Enterprise Asset Management Elk Grove		CLASSIFICATION TITLE Supervisor I				
		WORKING TITLE				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID S01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove				
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 general direction of the Supervisor II, California Correctional Health Care Services (CCHCS), Acquisitions Management, Enterprise Asset Management, the Supervisor I is responsible for providing staff direction and the effective management of the CCHCS' Standardized Supply Chain Management program. Incumbent must be able to travel to assigned institutions.						
% 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. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
30%	Administers, directs, guides, and reviews the work of professional analytical staff in accordance with the California Department of Corrections and Rehabilitation (CDCR) and the Department of General Services (DGS) policies, procedures, and processes for warehouse operations and asset/property management functions. Maintains overall responsibility for staff involved in analyzing unique or specialized program needs and developing plans to address those needs. Develops and recommends policies and procedures pertaining to asset management, supply room, and warehouse functions.					
20%	Effectively manages, supervises, coaches, and directs staff in accordance with established personnel policies, rules and regulations, CDCR policies and guidelines, Equal Employment					

20% 20% 10%	Opportunity, Memorandum of Understanding provisions, State Personnel Board and Department of Human Resources laws and rules. Communicates program goals and objectives to staff, and establishes performance expectations and requirements. Assigns workload and provides complete direction on assignments and tasks. Provides training to staff regarding job requirements, methods, priorities and deadlines; and schedules formal training necessary to perform tasks effectively. Develops and trains staff on asset and material management business processes and metrics; including definitions and requirements in CCHCS' enterprise resource software, and performs and oversees data analyses on assets and materials. Establishes and maintains effective communication channels with various State agencies including DGS, Procurement, CDCR Business Services Division, institutions, and suppliers who sell various products and/or services to the State. Travel to all institutions throughout the State of California as needed. Monitors vacant positions and initiates hiring activities to maintain adequate staffing levels to ensure warehouse, asset management, and supply services are provided.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment. <i>Ability to:</i> Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment. DESIRABLE QUALIFICATIONS 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. Must be able to travel to assigned institutions throughout the State of California. 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 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.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	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		
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