



DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00039	Effective Date
Classification Title Materials And Stores Specialist	Position Number 564-185-1506-002
Working Title Materials And Stores Specialist	Bureau and Section Business and Human Resources Bureau Business Services

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general direction of the Business Services Officer I, in the Business Services Section, the specialist is primarily responsible for the pickup and destruction of confidential material in the Destruct unit and performs a variety of warehouse management activities including the completion of service requests. In carrying out these duties, the incumbent is expected to; work cooperatively with others; communicate clearly, accurately and promptly; treat others with fairness honesty, courtesy, and respect; strive to build a cohesive team within each unit; foster an environment in which creativity are encouraged, recognized, and rewarded; respect the individuality of each employee; foster individual responsibility and integrity in an environment of trust; and model appropriate behavior for others.

Essential Functions

Percentage	Description
50%	Works in conjunction with other Material Stores Specialist and warehouse workers to complete all task assigned to the San Diego warehouse. Is directly responsible for the document and destruct operation by providing a full service of gathering, staging and destroying confidential materials and ensuring its security. The receipt, storage, distribution, inventory and issuance of materials and supplies. Performs daily service request activities. Provides evaluation for equipment and safety measures, makes recommendations to management, forecast budgetary

	projections, and monitors the equipment repair. Coordinates workload flow, establishes job priorities, reviews job assignments to ensure best utilization of personnel and follows through to see that workload turnaround requirements are met. Ensures proper inventory procedures are followed. Uses powered and non-powered material handling equipment to transport materials.
45%	Responsible for identifying work-site environmental conditions, ensures that all health and safety guidelines and procedures are carried out. Acts as a liaison for outside vendors. Monitors staff and provides training for the use of all powered and non-powered material handling equipment must be able to lift up to 50 lbs., stand and reach for up to eight hours a day. Prepares monthly reports, prepares and processes all documents and items returned to stock, recycled, disposal or credit. Provide a cohesive team environment and provide consistent customer service by providing services in an effective efficient and timely manner. Researches problems/issues and develops effective course of action. Reports pertinent customer service issues to management.

Marginal Functions

Percentage	Description
5%	Provides input to Warehouse Manager I for the purpose of preparing probation and annual performance evaluations for assigned staff. Prepares and maintains information for unit reports. Maintains discipline and enforces safety regulations. Acts as backup for Warehouse Manager I in their absence. Provides coverage for the unit, and ensures that the daily functions are carried out.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date