



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 6220 Warehouse Worker
Branch: Document Services Branch	Working Title: Warehouse Worker
Unit: Warehouse	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 025-6220-009	CBID/Bargaining Unit: R12
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: Yes	Bilingual Language: Unknown
Sensitive Position: Yes	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under the supervision of a Materials and Stores Supervisor and the Warehouse Manager II, the Warehouse Worker performs and is responsible for the efficient, completion of all tasks and functions associated with the receipt, storage, inventory, and distribution of departmental expendable and accountable supply items and materials to DMV and non-DMV customers statewide.

Percentage and Essential/Marginal Functions:

40%

RECEIVE AND PROCESS (E)

Performs all work associated with the receipt, storage, inventory of all stock items maintained in the warehouse facility and received through the Headquarters East Dock



POSITION DUTY STATEMENT

	location. Receives, stores, and places all incoming items including mail carrier materials, messenger items and vendor deliveries in appropriate staging or holding areas for processing. Reviews and sorts assigned/designated supply request forms for routine daily processing including shipping instructions. Reviews request for accuracy and completeness verifies discrepancies or errors and coordinates corrective action. Utilizes appropriate equipment to move or assist with the loading/off-loading of transport vehicles and performs stock-receiving functions for materials and goods received through East Dock Operations. Ensures completion of delivery documents, log sheets, applicable logs, reports, and/or files. Packs all materials in appropriate containers and makes items ready for shipment or delivery to customers.
30%	DELIVERY (E) Prepares all necessary shipping/receiving documents, bills of lading, etc. for each order as appropriate. Packs all materials in appropriate containers and makes items ready for shipment or delivery to customers. Prepares large volume freight shipments palletizing, wrapping, and weighing items as necessary for delivery to customers. Places all items at designated pickup stations for contracted carrier services and/or delivers materials to appropriate recipient. Responsible for the timely and efficient removal and replacement of all confidential material containers throughout the Headquarters complex. Routinely monitor each container station to determine need for removal or replacement. Transfer full confidential bins from fill stations to designated storage areas and replace with empties.
20%	SAFETY AND SECURITY (E) Identifies recipients for supply shipments, equipment and furniture deliveries, parcels, packages and other mail/messenger type items received. Counts items to verify proper and/or completion of deliveries. Identifies recipients for supply shipments, equipment and furniture deliveries, parcels, packages and other mail/messenger type items received. Counts items to verify proper and/or completion of deliveries. Identifies and reports damaged and/or missing items from shipments. Completes and maintains inventories of volumes of re-supply items, reports, and researches as necessary any discrepancies or errors in shipment, receiving or packaging. Delivers materials to appropriate customers or to any of the designated Headquarters complex locations. Moves materials as required to designated storage areas or stations. Stocks shelves and/or bulk storage areas as necessary. Maintains secure storage areas and all work location in a neat, safe and clean fashion.
5%	MISCELLANEOUS (M)



POSITION DUTY STATEMENT

	Monitors storage areas during picking and stocking processes to ensure materials are at adequate and appropriate volumes. Notifies appropriate staff on low points and/or outages as necessary. Re-palletizes materials in sequential order whenever necessary. Immediately notifies supervisor or designated staff of any work-related inventory discrepancies, problems or concerns discovered during the course of daily routine operations. Coordinates necessary returns and/or determines and initiates proper temporarily-open/secure storage for pickup by vendors or carriers. Prepares regularly scheduled or as-needed inventory reports for counts of stock items. Completes and submits inventory or other production and/or data reports on a timely basis. When assigned, coordinates with designated lead staff and performs tasks associated with processing of blanket orders for departmental distributions. Performs assigned inventory functions as required.
5%	SPECIAL ASSIGNMENT (M) Provides and serves as backup to truck driver functions and duties. Maintain equipment in good operational condition at all times. Reports and/or notifies appropriate supervisory or lead staff or any safety issues or concerns as they arise. Provides assistance whenever required for the processing of other supply requests received in other work areas within the operation. Sorts, prepares and packages applicable material for recycle, redistribution or deconstruction as necessary. Perform other duties as required.

Supervision Received: The Warehouse Worker (WW) reports directly to the Materials and Stores Supervisor. The WW is the journey level in the series and needs only minimal supervision.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Regularly lift, push, pull and carry accountable or controlled stock items from designated security storage areas for delivery using pallets, forklift and electric or non-powered pallet jacks. Required to lift 50 pounds or more on a continuous basis. Required to operate powered materials-handling equipment in the execution of daily duties and tasks. Push and pull Confidential bins.

Special Requirements: Must pass a 2-part medical exam and fingerprint clearances before hire. A California driver license and forklift certification.

Skilled in: Operation of powered materials handling equipment. Willingness to perform heavy manual labor in either indoor or outdoor storage areas. Regular and reliable attendance; reporting to work



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

025-6220-009

regularly and timely; and team player.
Personal Contacts: Interacts with vendors and stakeholders.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE