

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-243-1502-001		MCR / HCR	
DIVISION / UNIT Procurement- Support Warehouse		CLASSIFICATION TITLE Warehouse Manager II, CF			
		WORKING TITLE Warehouse Manager II, CF			
		TIME BASE / TENURE Perm/ FT	CBID S12	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, California		INCUMBENT		EFFECTIVE DATE 1/1/2026	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and 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.					
DIVISION OVERVIEW					
You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
GENERAL STATEMENT					
Under the general supervision of the Procurement and Services Officer II, the Warehouse Manager II, CF, supervises, organizes, and directs the receipt, storage, and issuance of equipment, food, clothing, housekeeping, office supplies, industrial, mechanical, and general institution supplies.					

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% 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.
40%	Supervise, organize, and direct the receipt, storage, and issuance of equipment, food, clothing, housekeeping, office supplies, industrial, mechanical, and general supplies for the institution. Supervise two Materials & Stores Supervisor II's and one Office Technician. Provide training and guidance to staff to maintain adherence to all State and Departmental policies.
25%	Supervise the procurement of various supplies and materials, clothing, janitorial, personal care, and office supplies. Ensure the warehouse has adequate stock levels to supply the institution with necessary supplies, while also adhering to the Materials Management Department Operations Manual, Section 22030. Ensure Goods Receipt and Goods Issue are completed within three days, adhering to Office of Business Services policies.
20%	Train staff and incarcerated persons (IP) in the proper receipt, storage, issuance, shipping, and procurement of materials. Evaluate the performance of subordinate staff and take corrective action when necessary. Review and submit warehouse stock inventories at least once annually for all areas and quarterly for food products. Prepare reports and correspondence. Review timekeeping and training records of staff and IP workers. Ensure that staff are conducting periodic searches of the warehouse and performing clothed body searches of the IP, for contraband items, to protect the security of the warehouse. Responsible for performing regular inspections and audits of all areas of responsibility and touring these areas at least twice monthly. Responsible for preparing areas under supervision for upcoming audits and ensuring compliance with Corrective Action Plans.
10%	Assist the Procurement and Services Officer II, (PSOII) on projects and creating reports. Provide backup support to the PSOII during their absence. Assist in budget formulation and planning for the warehouse's future equipment/material needs. Personnel Management Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with State and Federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Other duties as required.
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 through observation and building rapport. • 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.	
SPECIAL REQUIREMENTS	
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.	
CONSEQUENCE OF ERROR	

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- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE