

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA STATE PRISON – LOS ANGELES COUNTY		POSITION NUMBER (Agency-Unit-Class-Serial) 027-243-1508-003		MCR / HCR 1
DIVISION / UNIT PROCUREMENT – WAREHOUSE		CLASSIFICATION TITLE MATERIALS AND STORES SUPERVISOR I, CF – HOUSEKEEPING		
		WORKING TITLE MATERIALS AND STORES SUPERVISOR I, CF – HOUSEKEEPING		
		TIME BASE / TENURE	CBID R12	WWG 2
LOCATION LANCASTER, CA		INCUMBENT		EFFECTIVE DATE
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				
Warehouse Department performs storekeeping and warehousing duties in a redistribution or point-of-use warehouse or supply room in a correctional facility in the Department of Corrections. Incumbents maintain order and supervise the conduct of incarcerated people and protect and maintain the safety of persons and property.				
GENERAL STATEMENT				
Under the general supervision of the Warehouse Manager II and/or the Materials and Stores Supervisor II, the Materials and Stores Supervisor I is responsible for the receipt, storage, issuance and shipping of a volume of various supplies, assume supervisory				

responsibility for the activities of incarcerated workers to their work area; supervise, train and instruct incarcerated workers in their work; submit periodic written appraisals of their conduct and productivity. Maintains knowledge of modern warehousing methods and practices including stocking, receiving, shipping, and inventory of records. Be familiar with Business Information Systems (BIS), regulations involved with ordering, shipping, receiving stock, operating a forklift and other motorized material handling equipment. Perform physical labor, estimate possible future demands of various supplies based upon past usage and order such supplies as needed. Work independently and communicate effectively with peers, co-workers, and members of the public. Analyze situations accurately and take effective action.

% 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.
35%	Responsible for receiving, shipping, distributing, and storage of all Housekeeping Supplies. Verify the quantity, description and all other factors ensuring that commodity received is the same as ordered. Prepare and submit overage, shortage and damaged documentation when required for excess and rejected goods and follow state procedures in returning product. Ensure all accepted commodities are promptly received, stocked, tagged with description, date and material number or staged for delivery/pickup and issuance. Issue packages by utilizing the first in, first out method of stock rotation to ensure a proper rotation of product. Arrange deliveries in a timely manner. Prepare and conduction inventories, maintaining an adequate book on hand, acquiring quotes to replenish warehouse stock, and perform purchase requests. Duties shall be performed with or without the assistance of an incarcerated workforce. In addition to the receipt and issue of goods, this position is responsible for performing the storekeeping function to deliver and pick up various commodities located within the Institution and off grounds. Loads and unloads, or supervises the loading and unloading of assigned goods, limiting the load to a safe capacity.
25%	Liaisons with Motor Pool staff to schedule service intervals to maintain assigned vehicles in a clean and serviceable condition. Enforce and promote the Safety Rules and Regulations to prevent injury by keeping work areas safe and secure. Supervises the conduct of the incarcerated people; protect and maintain the safety of persons and property. Maintains order, disciplines, and assists in preventing escapes; helps ensure incarcerated people from injuring themselves, others, and property. Conduct a daily Inspection of the areas of supervision for contraband, tool control and other hazards.
20%	Assist in receiving and delivering property items as needed. Perform daily out counts of assigned incarcerated people in Strategic Offender Management System (SOMS). Attend safety meetings and ensure all material handling equipment (vehicle) is parked and secured in safe areas in accordance with Cal-OSHA requirements and Institution regulations.
10%	Conduct physical inventories of tools, keys and equipment as required ensuring accountability. Routinely perform audit and inventories secure lockers and storerooms. Maintains perpetual inventory of all chemicals maintained within the warehouse. Supervise incarcerated workers and provide them with proper training in receipt, issue, inventory, stocking, forklift training and all aspects of warehouse operations. Prepare and submit incarcerated worker timecards, evaluation reports and work change requests as they become due. Perform daily searches of the support warehouse for contraband and pilfered goods. In the event of an emergency, may be required to perform custodial functions.
5%	Load and deliver various products and commodities within the institution. Provide backup and relief coverage for sick, vacation and institutional workload for Clothing Distribution, Mailroom, Recycle and Maintenance Warehouse.
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.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent on physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/2 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Constantly - while receiving and loading on warehouse dock,

Walking: Constantly - loading and unloading packages to and from the Warehouse, Vehicles, Mailroom, Post Office and throughout the institution.

Sitting: Frequently - while driving vehicles or equipment, entering data into the computer and processing paperwork.

Lifting: Frequently - while loading, unloading vehicles and delivering materials around the institution or inside the warehouse.

Carrying: Constantly - while loading and unloading trucks, delivering and moving packages.

Stooping/Bending/Kneeling/Crouching: Constantly – while picking up boxes, mail bags, loading and unloading vehicles.

Reaching in Front of Body: Constantly – while loading and unloading the vehicles and delivering packages.

Reaching Overhead: Occasionally – while loading and unloading from the warehouse and storage areas.

Climbing: Occasionally – while using a ladder or a step stool.

Balancing: Frequently – while entering and existing equipment and moving carts with packages in various areas.

Pushing/Pulling: Constantly – while moving pallet jacks, carts or using a dolly.

Fine Finger Dexterity: Constantly – while loading and unloading trucks, opening and issuing packages, entering computer data, completing paperwork.

Hand/Wrist Movement: Frequently – while loading and unloading trucks, issuing packages, entering computer data, completing paperwork.

Crawling: N/A

Driving: Frequently – while picking up and delivering packages.

Sight/Hearing/Speech: Constantly – while driving and performing daily functions, operating equipment and vehicles at and away from the institution.

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		
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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
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

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	WORKING TITLE MATERIALS AND STORES SUPERVISOR I, CF – FOODS/DELIVERIES	
	TIME BASE / TENURE R12	CBID 2
LOCATION LANCASTER, CA	INCUMBENT	COI Yes ☐ No ☒
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.		
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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.
35%	Responsible for receiving, storage, pulling food for deliveries to Central and Satellite kitchens. Verify the quantity, description and all other factors ensuring commodity received is exactly the same as ordered. Prepare and submit overage, shortage and damaged documentation when required for excess and rejected goods and follow state procedures in returning product. Ensure all accepted commodities are promptly goods received, stocked, tagged with description, date, and material number, or staged for delivery/pickup and issuance. Issue packages by utilizing the first in, first out method of stock rotation to ensure a proper rotation of product. Arrange deliveries in a timely manner. Stored items must be stored in the proper location and maintain the proper temperature, temperatures must be logged daily. Duties shall be performed with or without the assistance of an incarcerated person work force. In addition to the receipt and issue of goods, this position is responsible for performing the storekeeping function to deliver and pick up various commodities located within the Institution and off grounds. Loads and unloads, or supervises the loading and unloading of assigned goods, limiting the load to a safe capacity.
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