

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-243-1504-001		MCR / HCR 1	
DIVISION / UNIT Division of Business Services Procurement Office Warehouse Work Hours: Monday-Friday 0700-1500 RDO: Saturday, Sunday, Holidays		CLASSIFICATION TITLE Warehouse Manager I			
		WORKING TITLE Warehouse Manager I			
		TIME BASE / TENURE PERM/FT	CBID S12	WWG 2	COI Yes ☐ No ☒
LOCATIONS Folsom, Sacramento County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
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 TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
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 Services Officer II (PSOII), the Warehouse Manager I (WM I) has the responsibility to plan: direct; staff; organize; monitor the budget expenditures for maintenance stock, clothing, and property; operate the storekeeping function, including the Clothing, Maintenance, Recycle and Salvage Program (RASP), property warehouse functions; and directly oversee the duties of (2) Heavy Truck Drivers (HTD), (1) Maintenance Warehouse Materials and Stores Supervisor I (M&SSI), (1) Office Technician Typing (OT), and (1) Materials and Stores Supervisor II (M&SSII) . Implementation of the disciplinary process as required.					
% 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%	The WM I is responsible for all warehouse functions to ensure proper Materials Management principles and inventory policies are followed. This includes the purchasing, receipt, storage, shipping and issuance of a wide variety of materials. Plan and direct the work of Material and Store Supervisors. Meet and deal effectively with the PSOII, Correctional Plant Manager II (CPM II), Correctional Business Manager I (CBMI) and the Assistant Food Manager (ACFM). Analyze warehouse problems and present solutions to the PSO II. Process and approve Purchase Requisitions. Determine future inventory needs and maintain a computerized inventory system utilizing the Business Information Systems-Systems Application Products (BIS/SAP). The WM I is responsible for the supervision of the Clothing Rooms, Maintenance Warehouse, RASP, and the Heavy Truck Drivers' duties. Prepare cost analysis for upcoming maintenance projects, projected population increases/turnovers, and staff needs. Ensure FSP is in compliance with all CalRecycle Integrated Waste Management mandates and provide training to staff for recycling compliance.				
25%	The WM I is responsible for the incoming and outgoing processing of shipments. Ensure stock/products Goods Receipt (GR) and Goods Issues (GI) reports are accurate, up-to-date, and processed daily. Ensure all staff				

	adhere to safety regulations. Establish procedures which will prevent pilferage, loss, and damage to stock. Methods such as stock rotation, proper inventories, materials handling, and storage techniques will accomplish this goal. Ensure safety and security procedures, such as tool inventories, securing dangerous materials, and limiting access to the warehouse are followed. Supervise the storage and issuance of a large variety of hazardous materials and ensure the Warehouse Safety Data Sheet (SDS) binder is updated as required. Indirectly supervise activities of the incarcerated persons that are assigned to the Maintenance Warehouse. Responsible for the accurate completion of the yearly Centralized Procurement Program Solicitation of Needs (SON) and Fluctuation of Needs (FON) projects.
15%	The WM I is responsible for the management, accuracy of inventories and computer input, which are key to an inventory system. The SAP/BIS keeps track of inventory and allows the establishment of re-order points. Ensure items are ordered before stock is depleted. Ensure excess inventory is reduced. Ensure the computerized inventory system is kept up-to-date. Ensure the Warehouse Injury Illness Prevention Program (IIPP) binder is updated as required and facilitate monthly safety training to all Warehouse Staff.
10%	The WM I develops and maintains security procedures for items stored in all areas. Reviews all areas monthly to ensure security process are in place and administered by staff appropriately. Ensure the proper tool procedures are adhered to by staff.
10%	Track, approve and submit employee attendance, probation reports and Individual Development Plans for staff supervised directly and indirectly. Perform special projects when required, performs other duties as required, and acts as PSOII is his/her absence.
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.

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 prison incarcerated persons, visitors, nonemployees 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 time line 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 CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE