

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 097-700-1505-001		MCR / HCR 2/D	
DIVISION / UNIT Business Services / Canteen		CLASSIFICATION TITLE Materials and Stores Supervisor II			
		WORKING TITLE M&SSII - Canteen			
		TIME BASE / TENURE P/FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION San Quentin, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. 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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the supervision of the Prison Canteen Manager II, this position will assist in the direction of the operation of the prison Canteens.					
% 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%		Assist the Prison Canteen Manager II in researching merchandise for quality and cost, contact vendors to negotiate price, delivery, quality and quantity. Order merchandise and establish resale pricing on all non-contract items. Complete Purchase Orders and Stock Receive Reports. Maintain records of any and all purchases made for canteen merchandise and supplies; responsible for vendor follow up on late deliveries and the reconciliation of inventory documents.			
35%		Maintain monthly canteen price lists, making all necessary changes. Supervise the canteen warehouse ensuring that materials are stored properly and the warehouse is kept clean and maintained in a sanitary and safe manner. May be required to hand stack moderately heavy cartons from one pallet onto other pallets and load or unload the pallets onto a truck utilizing a forklift and/or pallet jack when inmates are not available. Instruct staff in areas of inmate supervision and discipline. Supervise delivery of resale items from the warehouse to the proper canteen facility. Complete proper transfer of commodities from the warehouse to the canteen facilities.			
10%		Train M&SSIs in all aspects of canteen and window operation; prepare performance reports. Supervise inmate workers and give direction during canteen hours of operation; maintain current inmate timekeeping records. Provide relief in the various canteens for vacation relief or sick relief within the canteen program. Assume the			

	duties of the Prison Canteen Manager II when assigned. At times, supervise and control the selling of merchandise to the inmate population.
10%	Assist the Prison Canteen Manager II with the monthly inventory counts and reconciliations as needed and with inmate interviews. Research and respond to informal and first level CDCR 602 Inmate Appeals.
5%	Provide input to the Prison Canteen Manager II for the annual budget, canteen sales reports and loss explanation letters. Assist in the investigation of any inventory shortages or losses. Perform other duties as assigned by the Prison Canteen Manager II.
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. Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches inmates; documents inmate behavior; writes reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Experience: One year of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) or Materials and Stores Supervisor I in California state service.

OR

Three years of experience in a storeroom or warehouse in work involving the receipt and issuance of a large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year in a class at a level of responsibility at least equivalent to Materials and Stores Supervisor I.)

Education: equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

KNOWLEDGE AND ABILITIES: Knowledge of: Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; operation of motorized material handling equipment; inventory and quality control; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Read and write English at a level required for successful job performance; perform heavy physical labor; estimate possible future demands of various supplies based upon past needs; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action; learn the operation of forklifts and other types of motorized material handling equipment; determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications; effectively contribute to

the Department's affirmative action objectives.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

SPECIAL PERSONAL CHARACTERISTICS: Strength, good physical agility, and willingness to do heavy manual labor.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: 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 accommodations 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 in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - receive merchandise, conduct inventory, file, shred, or confer with other staff.

Walking: Frequently - while overseeing warehouse activities or while conferring with others and completing reports. Frequently, walks within the Warehouse, demonstrating sufficient stamina to walk briskly to a satellite site in event of accident, injury, security issue and/or equipment problem. Walking any amount from one to two miles per day on concrete, asphalt, soil or other uneven surfaces which may be affected by moisture or chemicals.

Sitting: Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Frequently - staff may perform loading and unloading of delivery vehicles, adjusting forks on material handling equipment, repositioning pallets, stocking shelves, order filling, inventory activities, relocating rolling ladders and manually operate material handling equipment. Occasionally, staff has to break down pallets containing cases of 50 pounds or more. Lifting requirements usually do not exceed 50 pounds. Objects exceeding the reasonable abilities of staff are to be relocated with the assistance of other personnel or material handling equipment.

Carrying: Occasionally - deliver documents or small parcels between the warehouse and the Administration building or facilities. Larger or numerous parcels may require the use of a hand truck, mechanical equipment or vehicle.

Bending/Stooping: Occasionally to frequently - during inmate or contraband searches when counting and inspecting of inventory movements, during lifting movements or avoiding obstacles.

Reaching in Front of Body: Occasionally to frequently - while boarding, operating, dismounting or otherwise

using forklifts, trucks, vans, ladders and while performing the full scope of warehousing and office activities.

Reaching Overhead: Occasionally - bulk storage and pallet rack storage may exceed 12 feet in height. Higher level stock is typically accessed mechanically. However, it is common practice for Warehouse staff to reach overhead to position stock, fill orders, search for contraband or perform inventory verifications.

Climbing: Occasionally - To utilize stairs and/or ladders.

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: Occasionally - while conducting contraband searches; closely inspecting shipments or equipment, freeing stock, pallets or equipment.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally – To operate a forklift or delivery truck.

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The M&SSII works in an open office/warehouse area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The M&SSII may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, personal computer, printer, IO-key, copy machine, shredder, hole punch, paper cutter, fax machine, motorize material handling equipment such as forklifts, pallet jack, hand truck, etc.

COMMENTS: Work hours vary Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

CONSEQUENCE OF ERROR

- 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 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