

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-243-1508-001		MCR / HCR 1	
DIVISION / UNIT PROCUREMENT/BUSINESS SERVICES		CLASSIFICATION TITLE MATERIALS & STORES SUPERVISOR I, CF			
		WORKING DAYS/HOURS: Monday thru Friday 0730 - 1530 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID	WWG	COI
			R12	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026	
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 CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
The M&SSI position will assist the Property Controller with the delivery, movement, and distribution of property. This position will provide coverage for staff positions assigned in the Clothing Distribution, Recycling and Salvage Program, Maintenance Warehouse, and other Support Warehouse positions as needed for institutional workload. Maintain order and supervise the conduct of incarcerated persons assigned. Inform Supervisors of any issues or problems that may arise.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the direct supervision of the Materials & Stores Supervisor II (CF), this position is responsible for performing the receiving, storage, issuance, shipping and delivery for the Recycle and Salvage Program.					
% 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%	Perform storekeeping functions for Recycling and Salvage program. Obtain bids and enter purchase requisitions using SAP/BIS. Prepare recycling material and contact vendors for shipments. Maintain recycle areas in a clean, neat, orderly manner. Supervise and instruct incarcerated persons in the collecting and bailing of recycle products for shipment. Maintain areas in a clean, neat, and orderly manner.				
20%	Assist the Property Controller by moving, delivering, and distribution of property. Use material handling equipment to prepare and load shipments of property. Supervise and instruct incarcerated persons in the movement of property.				

20%	Provide workload coverage for Support Warehouse, Recycle and Salvage Program, Maintenance Warehouse, Clothing Distribution, and Mail Truck Driver, i.e.; Stationery, Quarters/Housekeeping and Personal Care, Receiving Cages and Food Departments, etc. Obtain bids for various purchases. Use SAP/BIS to perform goods receipts, goods issue (STD-115), conduct physical inventories, and purchase requisitions. Deliver various products and supplies. Maintain areas in a clean, neat, and orderly manner.
10%	Maintain security, such as inspecting premises for contraband; i.e. weapons, illegal drugs and stolen merchandise. Prevent incarcerated person escapes and injury to them to themselves or others or to property; maintain security of working area and work materials. Responsible for maintaining proper key, tool, and vehicle accountability and security.

SPECIAL REQUIREMENTS

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

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