

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) 056-243-1508-004		MCR / HCR 1	
DIVISION / UNIT PROCUREMENT/BUSINESS SERVICES		CLASSIFICATION TITLE MATERIALS & STORES SUPERVISOR I, CF			
		WORKING DAYS/HOURS: Monday – Friday 0730 thru 1530 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID R12	WWG 2	COI 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 This position is responsible for utilizing the SAP/BIS program for purchasing, receiving, delivering, storing, and issuing of materials for the areas they are covering. Maintain order and supervise the conduct of incarcerated persons assigned to the respective area. 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 will assist or provide coverage in the Clothing Distribution, Recycling and Salvage Program, Maintenance Warehouse, assist the Property Controller, Garage and other Support Warehouse positions as needed for institutional workload.					
% 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 incarcerated person clothing, linens and personnel care items. Perform physical inventories, issue (using STD-115's), receive and distribute soiled, clean, used, and new clothing and linen. Maintain Incarcerated person Clothing Cards (CDC-176), with accurate and current information. Provide assistance with monthly sweeps and recycle reports. Supervise incarcerated persons in the collecting and distribution of dirty and clean clothing and linen. Issuance of shoes, jackets and personal care items; the repair of incarcerated person clothing and carefully inspecting non-repairable clothing and sorting out usable rags, i.e. towels, tees, socks and blankets before distributing to Recycling. Order clothing items, office and housekeeping			

40%	supplies and perform general office duties related to the operation of Clothing Distribution. Maintain areas in a clean, neat, and orderly manner.	
40%	Perform storekeeping functions for Support Warehouse, Recycle and Salvage Program, Maintenance Warehouse, assist the Property Controller, Garage and Mail Truck Driver, i.e.; Stationery, Quartering/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 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.	
5%	Hire, evaluate, approve absences, take administrative action, assign and approve work, train and direct incarcerated person staff, maintain incarcerated person pay and time records in SOMS.	
5%	Act in the capacity of the Materials & Stores Supervisor II in his/her absence. 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 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		
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>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