

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Warehouse – Medical Services		CLASSIFICATION TITLE Materials and Stores Supervisor I, Correctional Facility				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general supervision of the Correctional Health Services Administrator I/II, Correctional Facility (CF) or the Materials and Stores Supervisor II, CF, the Materials and Stores Supervisor I, CF assists in the overall operation of the health care facility supply room and warehouse. The Materials and Stores Supervisor I, CF performs a variety of tasks associated with receiving, storing, issuing, inventory, and shipping a wide variety of health care supplies and equipment. The Materials and Stores Supervisor I, CF, supervises the conduct of the incarcerated, residents or patients, and protects and maintains the safety of persons and property.						
% 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. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
45%	Assists in supervising the receipt, storage, issuance, and shipping of a wide variety of health care supplies and equipment. Establishes procedures to maintain the supply room and distribution practices. Reviews and logs storeroom supply order requests. Creates Purchase Requisitions on the Business Information System (BIS) to initiate acquisition requests for health care supplies and equipment. Requests price checks utilizing State contracts, Small Business/Disabled Veterans Enterprise suppliers, and others as applicable. Obtains pre-approvals as applicable. Consolidates requests as appropriate. Develops and maintains record of items ordered using BIS. Assists in creating and maintaining the health care supplies inventory system. Reviews health care supplies inventories using periodic automatic replenishment (PAR) levels. Reviews health care supplies and equipment and recommends PAR to better control inventories. Reviews PAR reports to ensure adequate stock levels are regularly maintained. Manages the storage, issuance, and return of health care materials from appropriate work areas. Maintains accurate records of all supplies issued. Assists in periodic inventories of all supplies in the medical warehouse and any other storage areas.					

20%	Receives, inspects, counts, and stages direct delivery shipments from suppliers. Creates Goods Receipt transactions in BIS or rejects delivery by activating the BIS Return Delivery function. Prepares receipts for direct delivery and other documentation related to shipments in accordance with institutional and State guidelines. Applies special handling procedures for controlled health care items, gases, precious metals, dangerous and hazardous materials, and refrigerated or frozen materials. Delivers supplies and equipment to supported activity areas.
15%	Coordinates with headquarters Enterprise Asset Management (EAM), California Correctional Health Care Services, to ensure asset inventory reporting, transfer, and disposal of assets is in compliance with EAM standards. Acts as back-up liaison to EAM; coordinates physical inventory reviews; notifies EAM of any circumstances which may impact compliance and works with EAM to resolve compliance issues.
15%	Assists in conducting periodic internal inspections of health care materials for compliance with policies, procedures, and directives. Analyzes reports and records and takes necessary corrective action. Ensures effective support is provided for all customers. Escorts vendors/contractors to designated areas. Assures proper coverage for all duties and reports prior to any scheduled absences from the institution. Provides backup coverage to medical warehouse as necessitated by absence or other coverage issues to ensure receipt and documentation of deliveries and the distribution and delivery of essential supplies to health care departments providing critical patient care.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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 and stock array systems; freight claim procedure; operation of motorized material handling equipment; and inventory and quality control. <i>Ability to:</i> 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; and learn the operation of forklifts and other types of motorized material handling equipment. DESIRABLE QUALIFICATIONS Education equivalent to completion of the twelfth grade; and completion of college-level work in the fields of accounting and/or business administration. OTHER DOMAINS SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. 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 the incarcerated.

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. • 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.		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE