



Job Description

Classification: Materials & Stores Specialist

Working Title: Materials & Stores Specialist

Position Number: 358-761-1506-001

Division/Unit: Sales & Marketing Division / Northern Distribution Center (NDC)

Assigned Headquarters: 2920 Ramco Street, Suite 110, West Sacramento, CA 95691

Position Eligible for Telework (Yes/No): No

Job Description Summary

The Materials and Stores Specialist (MSS) works under the supervision of the Warehouse Manager and/or the Materials and Stores Supervisor. The MSS is primarily responsible for receiving, storing, and shipping Lottery Scratchers tickets, Point of Sale (POS) materials, office equipment, supplies, and premium merchandise. These items require moderately complex storage practices in a redistribution warehouse. The MSS is also responsible for transporting Scratchers, marketing materials, and shipping supplies between the Distribution Center (DC) and District Offices (DO). The MSS must load and unload these materials while following all safety rules. Additionally, the MSS assists in performing equivalent duties and responsibilities alongside a higher-level warehouse supervisor. This role may involve regularly lifting and carrying up to 50 pounds, and plays a crucial part in maintaining a safe working environment for all employees.

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35% - (Essential) - The MSS acts as a lead warehouse expert, guiding Warehouse Workers. They ensure accurate receipt, storage, and shipping of Lottery tickets, POS materials, office equipment, supplies, and key account merchandise. The MSS maintains precise inventory records and processes all receipt and shipping documents promptly, delivering them to the designated personnel. They ensure inventory spreadsheets are updated accurately, pull, pack, and ship Scratchers and supplies for daily orders, and stock replenishment areas and high pile warehouse racking using proper material handling equipment (e.g., narrow aisle forklift, powered pallet truck). The MSS also ensures the main warehouse is kept clean.

25% - (Essential) - The MSS is responsible for providing certification training for powered equipment (e.g. narrow aisle forklift, powered pallet truck, etc.) to all Lottery employees at Distribution Centers, District Offices, and Headquarters. This role includes maintaining accurate records of powered equipment certifications and their expiration dates, inspecting powered equipment daily, and reporting any concerns to DC management. The MSS must ensure all powered equipment is safe to use each day before operation.

20% - (Essential) – The Materials and Stores Specialist (MSS) is responsible for transporting Scratchers, marketing materials, and shipping supplies between District Offices (DO) and the Distribution Center (DC). The MSS will use a straight truck for transportation. The MSS must load and unload these materials using equipment such as lift gates, pallet jacks, and dollies. Additionally, the MSS will maintain and file transportation paperwork to ensure security and compliance with audit requirements. The MSS must follow all safety regulations, conduct routine inspections of both the equipment and the truck, and report any maintenance needs to the DC manager.



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15% - (Essential) - Process ticket returns from district warehouses and retailers, adjusting inventory status in the gaming system accordingly. Ensure that processed ticket packs are distributed to the correct locations. Report any safety concerns to management.

5% - (Marginal) - Assist the Warehouse Manager and Material and Stores Supervisor in other related duties as assigned. Assist in the annual inventory of records, office furniture, and supplies. Assists with Lottery equipment asset tagging.

Scope and Impact

A. Consequence of Error: If errors occur with powered equipment, the MSS could injure others onsite or themselves. Failure to perform the duties of this position in a timely, accurate and efficient manner may result in late orders, inefficient use of time, and poor performance, leading to poor customer relations and loss of revenue. The Lottery could be exposed to financial ramifications and reputational damage.

B. Administrative Responsibility: The MSS is responsible for maintaining the integrity of Lottery security related to tickets and other materials stored in the warehouse facilities. Also, the MSS is responsible for adhering to the laws, rules, policies and procedures pertaining to civil service employees in general, and specifically to employees of the California State Lottery.

C. Supervision Exercised and Received: The MSS receives supervision from and reports to the Warehouse Manager I and/or Materials & Stores Supervisor. The MSS assumes equivalent duties and responsibilities in assisting a higher-level warehouse supervisor.

D. Personal Contacts: The MSS has daily contact with the Warehouse Manager, Materials & Stores Supervisor, Warehouse Workers, other Materials and Stores Specialist, District Office staff at a variety of levels, and vendors. Less routine contact may be with headquarters staff to provide information and assistance. Contacts may be in person, email or on the telephone.

Physical and Environmental Demands

Activities required to perform the essential functions of the position include the ability to see, hear, talk, drive, enter and exit a vehicle, reach, stretch, grasp, bend, stoop, squat, climb, kneel, push/pull, walk, and occasionally lift and carry up to 50 lbs. and the MSS must operate automated and motorized equipment such narrow-aisle forklifts and powered pallet trucks for heavier items. Be free of sensitivity to normal warehouse conditions including heat, cold, dust and debris. Must have the ability to sit, concentrate, read, and comprehend a variety of documents associated with warehouse activities, including procedure manuals such as the Lottery Administrative Manual.

Working Conditions and Requirements

A. Schedule: 7:00AM – 3:30PM (Monday through Friday)/ Overtime, including Saturday & Sunday, when operationally needed.

B. Travel: Travel is limited. Typically, travel is required for less than one week per year.



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- C. Other:** The MSS must possess a valid Class C California driver's license. This license must allow operation of any two-axle vehicle with a gross vehicle weight rating (GVWR) of 26,000 pounds or less, in order to perform the essential duties of the position.

Effective Date:

NOTE: The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

I have discussed the duties and responsibilities of the position with the employee.
I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date**EMPLOYEE'S STATEMENT:**

I have discussed the duties and responsibilities of the position with my supervisor.
I have signed and received a copy of the duty statement.
I am able to perform the essential functions listed with or without Reasonable Accommodation.
I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



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Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all “Insert Text” or “Insert Text to describe the following” prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department’s organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...ADD THE SUMMARY OF DUTIES TO BE PERFORMED.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of ‘Essential (E)’ duties and ‘Marginal (M)’ duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer’s place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.



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NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- **Marginal Functions** – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. **Consequences of Error:** (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. **Administrative Responsibility:** (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. **Supervision Exercised and Received:** (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. **Internal Personal Contacts:** (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. **Schedule:**
- b. **Travel:**
- c. **Other:**

Effective Date: Enter the effective date of the duty statement (employee appointment date).