

State of California
DUTY STATEMENT



MSH3002 (02/2020)

		RPA Control No.#	C&P Analyst Approval FA	Date 4.12.2024
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-564-1509-XXX		Unit General Services		
Class Title Stock Clerk		Location General Services – Laundry Dept.		
SUBJECT TO CONFLICT OF INTEREST CODE ☐ Yes ☒ No	CBID R04	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Hospital General Services Administrator I (HGSA) or designee, the following tasks are performed: receiving goods and verifying against purchase invoices, tray tickets, bills of lading, purchase orders or requisitions; filling requisitions and delivering supplies; packaging goods for shipment; preparing bills of lading that reflect proper shipping instructions; taking physical inventories and maintaining perpetual inventory records of the quantities of stock on hand; keeping shelves and goods clean and ensuring stock is properly placed and neatly arranged; notifying superiors when stock becomes low; preparing stock received reports; replenishing stock on the shelves from a general store room as needed; segregating and storing goods; keeping records of goods received and shipped; occasionally reconditioning damaged stock; preparing reports of work completed and usage of FI\$Cal; and using powered or non-powered materials handling equipment as necessary.

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40%	<u>ESSENTIAL FUNCTIONS</u> Issue supplies and process necessary paperwork as directed by Hospital General Services Administrator I (HGSA) or designee. Deliver supplies, keep stock control records, receive incoming freight, and check orders to determine damage and quantity amounts. Count, label and stock inventory items. Keep records on a personal computer and/or SharePoint. Complete necessary filing. Receive orders, set up delivery times and prepare receiving records for payment (stock receiving in FI\$Cal) Assist the HGSA or designee with purchase estimates and purchase orders. Keep running balances on materials and supplies. Maintains safety and sanitation standards to assure the laundry procedures are in compliance with all codes and regulations. Pushes, pulls, loads and unloads laundry carts. Distributes linen and/or clothing

appropriately to all areas of the Hospital. Utilizes stamping and ting machines as needed. Receives, sorts, folds and distributes laundry. Inspects linen and/or clothing for cleanliness, neatness and damage. Redirects damaged clothing to the Clothing Center for repair and/or condemning.

30% Prepare special reports for Management. Input documents, organize the laundry room staging area and Clean Linen Room (on the units). Handle "Unit request or inquires" in a timely manner. Assist DSH-M staff, in obtaining supplies best suited to their needs. Process all necessary paperwork.

20% Provide assistance to DSH-M staff. This includes answering questions on quantity of items stocked. Maintain the automated records for any FI\$Cal transaction. Update the records daily or as movement occurs for all stock items. Maintain records and complete necessary paperwork. Maintain the Laundry staging area and Clean Linen Room (on the units) in a good working condition. Operate and maintain forklift and pallet jack. Attend any requited training.

MARGINAL FUNCTIONS

5 % Provide follow-up on problems and shipment discrepancies. Schedule all outgoing deliveries, and follow-up on orders not received in a timely manner. The Stock Clerk is responsible for maintaining a safe work environment, which includes safety training, safety inspections and accident prevention.

5% All other duties and special projects as assigned consistent with this classification.

Other Information	SUPERVISION RECEIVED Under the direction of the Hospital General Services Administrator I (HGSA) or designee. SUPERVISION EXERCISED N/A <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Purchasing methods and procedures; purchasing regulations and procedures as prescribed by the State Department of General Services. Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organizational non-motorized pallet trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records. ABILITY TO: Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work; demonstrate good mechanical ability; follow oral and written directions. <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. Requires moderate to heavy physical effort. Includes bending, squatting, kneeling, twisting neck & waist), lifting and carrying heavy equipment and materials. Ability to exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently and/or up to 20 lbs. of force constantly to move objects. • May include prolonged periods of standing, sitting, kneeling, squatting, crouching, and reaching. • Talking, seeing, and hearing are essential to performing the job requirements. • Common eye, hand and finger dexterity is required for most essential functions. • Requires twisting, turning, grasping and making repetitive hand movements in the performance of daily duties. • Requires both near and far vision when completing work and operating assigned equipment. • Climb up/downstairs and walk on uneven surfaces. • Work in a confined/restricted environment. • Use a computer keyboard several hours a day. • Read from computer screens several hours a day. • The job duties require an employee to work under stressful conditions. • Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.
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CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

Communicate effectively with HGSA or designee regarding stockouts and other problems pertaining to the efficient of the Laundry Department operations.

- Interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them.
- Neatness and willingness to do heavy manual work.
- Interpersonal Skills: Work independently in a team setting.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Able to operate and maintain inventory control hardware and software.
- Able to operate forklift and other mechanical devices in a safe manner.

LICENSE OR CERTIFICATION - not applicable**TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

DESIRED QUALIFICATIONS

- Demonstrate awareness of multicultural issues in the workplace, which enable the employee to work effectively.
 - Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.
 - Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.
 - Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.
 - Work cooperatively and collaboratively with others to achieve goals by sharing or
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integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

- Obtain facts, information, or data relevant to a particular problem, questions, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.
- Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.
- Make decisions that consider relevant facts and information, potential risks and benefits, and short-and long-term consequences or alternatives.
- Detailed oriented.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

