

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>RPA #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>C&amp;P Analyst Approval</b> | <b>Date</b>             |              |
| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Division</b><br>Department of State Hospitals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                         |              |
| <b>Position No / Agency-Unit-Class-Serial</b><br>502-432-1550-XXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Unit</b><br>Medical Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                         |              |
| <b>Class Title:</b><br>Property Controller I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Location</b><br>Patton State Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                         |              |
| <b>Subject to Conflict of Interest</b><br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CBID</b><br>R04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Work Week Group:</b><br>2    | <b>Pay Differential</b> | <b>Other</b> |
| <b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b><br>Perform tasks that involve receiving, storage, inventory control, procurement coordination, and maintenance tracking of all medical supplies and equipment supporting clinical operations. Ensures the availability of medical supplies to support continuous patient care within the hospital, while maintaining compliance with departmental policies, infections control standards, safety/security requirements, and regulatory guidelines. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                         |              |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>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).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |                         |              |
| 45%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Storage and Inventory Control:</b> <ul style="list-style-type: none"> <li>• Maintain accountability and control of all medical supplies and equipment located in a centralized storage area in the Medical Services Department.</li> <li>• Monitor medical supplies and equipment for inventory levels and emergency reserve stock including par levels and reorder points for patient care.</li> <li>• Conduct routine cycle counts and periodic physical inventories of medical supplies and equipment; reconcile inventory discrepancies when inventory counts do not match records by researching inventory records, receiving documents, distribution logs, purchase orders, and medical equipment assignment records; document findings and take corrective action as appropriate.</li> <li>• Maintains accurate records of all stored, broken, destroyed, or donated medical equipment utilizing Microsoft Excel Database</li> <li>• Ensure proper storage conditions including temperature control, infection prevention standards, and hazardous material compliance.</li> <li>• Implement First-In, First-Out (FIFO) inventory practices to reduce waste and expiration.</li> <li>• Safeguard supplies and equipment in accordance with facility security protocols to prevent misuse.</li> <li>• Ensures the efficient and timely processing of all medical supply or equipment requests from Unit staff or Management.</li> <li>• Respond to inquiries from Medical Services leadership, clinical staff, hospital departments, vendors, and administrative personnel, including,</li> </ul> |                                 |                         |              |

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|     | <p>but not limited to, inquiries regarding medical supplies, inventory levels, procurement requests, medical equipment availability, maintenance status, distribution process, inventory discrepancies, and compliance with applicable safety, security, and operational requirements.</p> <ul style="list-style-type: none"> <li>• Manages a clean and orderly Medical Equipment office by assessing and maintaining proper storage, while adhering to fire and safety regulations.</li> <li>• Demonstrate strong organizational skills by maintaining accurate inventory records, utilizing Microsoft Excel to monitor stock levels, track supply utilization, maintain accountability, and organize stockroom operations. Ensures medical supplies and equipment are properly labeled, stored, categorized, and readily accessible to support efficient inventory management and uninterrupted patient care operations.</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| 20% | <p><b>Receiving and Distribution:</b></p> <ul style="list-style-type: none"> <li>• Receive, inspect, and verify incoming medical supplies and equipment against purchase orders and packing slips.</li> <li>• Ensure compliance with security procedures to ensure all medical supplies and equipment are free from contraband and do not pose a safety risk.</li> <li>• Coordinate timely and accurate distribution of supplies or equipment to the units.</li> <li>• Investigate and resolve discrepancies such as damage, missing, or incorrect items.</li> <li>• Organize and maintain stockroom operations by ensuring medical supplies and equipment are stored in an orderly, secure, and efficient manner.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 15% | <p><b>Procurement and Supply Coordination:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain a comprehensive list of essential medical supplies or equipment as needed and submit to the Supervisor I for review and approval prior to procurement.</li> <li>• Coordinate urgent and emergency procurement for medical supplies and equipment to support patient care needs. Prepare purchase requests and submit to Medical Services leadership for approval and, upon approval, coordinate with Procurement to ensure timely acquisition and delivery of supplies and equipment.</li> <li>• Monitor inventory level across the units and forecast supply requirements to support procurement decision.</li> <li>• Assist in evaluation of products for cost-effectiveness, quality, and clinical appropriateness.</li> <li>• Analyzes inventory and equipment management issues and exercises sound judgment in resolving complex problems related to damaged or malfunctioning equipment, inventory discrepancies, supply shortages, expired supplies, backorders, vendor delays, maintenance coordination, and replacement needs.</li> <li>• Prepare reports related to inventory status, discrepancies, and utilization trends.</li> </ul> |

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| 5%                    | <b>Equipment Tracking and Maintenance Coordination:</b> <ul style="list-style-type: none"> <li>• Maintain inventory records for medical equipment utilized by the Medical Services Department and track assignment across units.</li> <li>• Coordinate preventive maintenance, repair, and calibration with contracted provider.</li> <li>• Inspect equipment and recommend repair, replacement, transfer surplus, or disposable action</li> <li>• Maintains an electronic log of all preventive maintenance for all medical equipment across the hospital.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |
| 5%                    | <b>Compliance, Safety, and Documentation:</b> <ul style="list-style-type: none"> <li>• Maintain accurate records of inventory transactions, audits, and supply usage for Medical Services.</li> <li>• Ensure compliance with hospital policies, infection prevention and control standards, Cal/OSHA safety requirements, and accreditation standards by maintaining proper storage, handling, tracking, and accountability of medical supplies and equipment to promote a safe environmental and regulatory requirements.</li> <li>• Support internal audits, licensing reviews, and external inspections.</li> <li>• Promote and ensure adherence to safety and environmental standards.</li> </ul>                                                                                                                                                                                                                                      |
| 5%                    | <b>Coordination, Communication, and Training:</b> <ul style="list-style-type: none"> <li>• Serve as liaison between Medical Services staff, nursing units, and administrative departments.</li> <li>• Provide guidance to staff on supply handling, ordering procedures, and storage compliance.</li> <li>• Participate in meetings and committees related to Medical Services supply chain operations and process improvements.</li> <li>• Works collaboratively with Medical Services leadership, unit staff, and interdisciplinary departments to coordinate the acquisition, distribution, inventory, and accountability of hospital property and medical equipment.</li> <li>• Independently performs assigned duties with minimal supervision, prioritizing workload, resolving operational issues, and ensuring timely support of patient care services.</li> <li>• Practice and maintains strong sustained work habits.</li> </ul> |
| 5%                    | <b>Quality Improvement and Cost Control:</b> <ul style="list-style-type: none"> <li>• Identify opportunities to improve efficiency and reduce waste in Medical Services supply usage</li> <li>• Monitor expiration dates and overstock conditions.</li> <li>• Recommend process improvements and support cost containment initiatives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Required Competencies | <b>SUPERVISION RECEIVED:</b><br>The Property Controller I is under the general direction of the Supervisor I.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**SUPERVISION EXERCISED:**

None.

**ABILITY TO:**

- Communicate effectively with staff, management, and outside vendors.
- Utilize computerized inventory and procurement systems.
- Analyze supply usage trends and forecast inventory needs.
- Effectively inspects supplies and equipment for quality, safety, and compliance.
- Identify problems, evaluate alternatives, and implement effective solutions.
- Maintain organization and attention to detail in storage and documentation processes.
- Work collaboratively within a multidisciplinary healthcare team in a secure environment.

**KNOWLEDGE OF:**

- Principles and practices of inventory control, medical equipment, and supply chain management.
- Medical supplies, equipment, and materials used in the units across the hospital.
- Infection control standards, storage requirements, and safety regulations related to medical supplies.
- Purchasing processes, contracts, and procurement guidelines.
- Infection control standards, storage requirements, and safety regulations related to medical supplies
- Recordkeeping methods, inventory systems, and data tracking tools.
- Basic maintenance and tracking requirements for medical equipment.
- Applicable policies, procedures, and regulatory requirements (e.g., licensing, audits, and inspections).

**SEXUAL HARASSMENT:**

Awareness of issues to be avoided to provide a good working environment.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Skilled in Microsoft Office application, including Excel for inventory tracking, data analysis, and report generation; Word for documentation, and Outlook for communication.

**ANNUAL HEALTH REVIEW:** Required to have an annual health review and TB test or 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.

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|                          | <p><b>INFECTION CONTROL:</b> Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p><b>HEALTH AND SAFETY:</b> Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p><b>THERAPEUTIC STRATEGY INTERVENTION (TSI):</b> Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p><b>CULTURAL AWARENESS:</b> Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p><b>RELATIONSHIP SECURITY:</b> Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p> |
| License or Certification | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Training                 | The employee is required to keep current with the completion of all required training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| Other<br>Information | <p>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.</p> <p>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.</p> <p>The employee is required to work any shift and schedule in a variety of settings and security areas 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.</p> <p>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).</p> |                     |               |
|                      | _____<br>Classification<br>(Employee Signature)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | _____<br>Print Name | _____<br>Date |
|                      | <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |               |
|                      | _____<br>Classification<br>(Supervisor Signature)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | _____<br>Print Name | _____<br>Date |
|                      | _____<br>Classification<br>Reviewing Supervisor Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | _____<br>Print Name | _____<br>Date |