

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)	POSITION NUMBER (Agency-Unit-Class-Serial) 403-261-1794-002			MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation	CLASSIFICATION TITLE Property Controller II			
	WORKING TITLE Property Controller II			
	TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Procurement	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT				
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and 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				
The mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.				
GENERAL STATEMENT				
Under the direction of the Business Services Officer I (Supervisor), the Property Controller II is the custodian of property and equipment records and is responsible for the maintenance, recording and inventorying of institutional property and equipment.				

This position will maintain accountability of all property and equipment in a statewide database. This position requires a working knowledge of the property practices and procedures to prepare survey reports and property transfers.

% 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%	Receives requests for and recommends transfers of property; informs employees receiving property of their responsibility and liability for it; issues directives concerning the care and movement of property. Records and updates property (asset) information -such as its location- in the Business Information System (SAP/BIS) database; create asset shells/complex postings when necessary; ensure all supporting documents relating to equipment are scanned and attached to each asset shell. Communicate and work with various agencies as they relate to surveying, donating or transferring of property. Completes purchase requisitions for approved property additions or replacements.
25%	Supervises and tracks the maintenance of property accounts and records location of property. Responsible for recording the receipt of new property and for the proper marking of property releases to authorized units and individuals in BIS System. Tags and scribes' property prior to it being released to the authorized units and individuals. Complete proper documentation of property releases. Ensure unserviceable and incoming property is picked up and/or delivered utilizing a staff holding one of the following classifications: Material Stores Supervisor I or a Heavy Truck Driver; Maintain log of all property records.
20%	Conducts periodic inventories and reconciles property records. Prepares annual statements of property inventory showing the cost of property by classification. Determines the condition and recommends proper disposition of property requiring repair, salvage, disposal or sale of property. Processes Property Survey reports (STD 152) for surveyed property or equipment and Property Transfer Reports (STD 158) for transferred equipment. Assist the Accounting Services Branch and headquarters personnel with property discrepancies. Assist in developing a schedule of replacement for outdated, worn or damaged equipment. Prepares data to justify equipment replacement (for budgeting purposes), develop improvements to property accounting procedures in accordance with departmental directives and the State System of Property Accounting, instruct others in the methods of Property Accounting and maintaining records and preparing reports.
15%	Perform administrative duties including, but not limited to adhering 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. Train and supervise two incarcerated people, maintain payroll and time keeping records of assigned incarcerated people. As an incarcerated person supervisor, follow the Institutional Policy for monitoring incarcerated people under your supervision. Level I incarcerated people will need to be accounted for by out counts as per the Institutional Policy. Contact the Gate Officer, Sergeant, or Lieutenant in case of an incarcerated person failing to report to his assigned work area within 15 minutes, verify the incarcerated people's location, and contact your supervisor. Perform weekly unscheduled inspections of your work area to check for escape materials, weapons, and contraband. Attend annual Block Training and complete annual training modules.

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 through observation and building rapport.
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.

SPECIAL REQUIREMENTS

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES: The Property Controller II is responsible for supervising incarcerated person conduct, overseeing tool and equipment usage, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed, controlling contraband in the area and observing to prevent escapes or injury.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I:** One year of experience in the California state service performing the duties of Property Controller I. **Or II:** Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant II is not considered qualifying.) **Or III:** Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

LANGUAGE SKILLS: Ability to read and write English at a level required for successful job performance. Speak and write effectively.

MATHEMATICAL SKILLS: **Ability** to accurately count large volumes of inventory, apply the full complement of units of measure to calculations and conversions; perform mathematical computations including addition, subtraction, multiplication and division.

REASONING ABILITY: Ability to supervise the work of others; inspect, determine condition of, and recommend proper disposition of property; take an accurate inventory of scattered and diverse property; reconcile inventories with control accounts; analyze situations accurately and take effective action; instill in others an awareness of their responsibility for State property maintenance and accounting.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: **Ability** to maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: **Knowledge** of methods and practices used in recording, inspecting, maintaining, issuing, taking and recording inventory, accounting for disposing of property; types of property used in the various State departments, institutions, or districts; property records section of the California State Administrative Manual; office methods and procedures; principles of effective supervision and training.

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 incarcerated people /wards.

PHYSICAL DEMANDS: **The** physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Manually operated material handling equipment, warehouse tools, telephone, fax, and a computer.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people

their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: Work hours are from 0730-1530, Monday through Friday.

Assignments may include sole responsibility for the supervision of incarcerated people or wards and/or the protection of personal and real property.

Incarcerated person workers may be used to perform many of the lifting and carrying demands in the warehouse; however, employees must be able to meet the physical demands of their job description because incarcerated people are not permitted to work in some areas of the warehouse and are not available during periods of lockdown or times of institutional emergency.

CONSEQUENCE OF ERROR

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 HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

GENERAL POST ORDER/DUTY STATEMENT ADDENDUM

REASONABLE MODIFICATION/ACCOMMODATION: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities for incarcerated persons with disabilities. Under the Americans with Disabilities Act (ADA), incarcerated persons with disabilities have a right to request reasonable modification or accommodation to access programs, services, and activities of the Department. The ARP provides that such requests may be denied only if one or more of the following four defenses apply

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means.

These defenses are derived from the ADA and from the 1987 United States Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible, and the CDCR will continue to be deficient with respect to compliance with federal law and federal court order.

EQUALLY EFFECTIVE COMMUNICATION:

The ARP and the American with Disabilities Act (ADA) require public agencies to ensure equally effective communication with incarcerated persons, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that DAI staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings etc; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

TRACKING:

The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDCR Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Disability Placement Program (DPP) and DDP codes. The ACTS was designed to work in conjunction with the CDCR 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. C&PRs and RC CC-III's are required to distribute updated ACTS housing rosters to division heads bi-weekly and division heads are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify incarcerated people with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

INCARCERATED PERSONS WITH HOUSING RESTRICTIONS:

The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated persons are

Revised: XX/25

housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated person housing. If the incarcerated person has a DPP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated persons expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated persons are not housed consistently with documented housing restrictions.

PRESCRIBED HEALTH CARE APPLIANCE:

ARP IV.F.3 provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

Addendum Revised 09/2026