

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-150-1509-001				
UNIT NAME AND CITY LOCATED Business Operations Section Operations Support Unit - Elk Grove		CLASSIFICATION TITLE Stock Clerk				
		WORKING TITLE Stock Clerk				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R04	TENURE PERM	TIME BASE FT
SCHEDULE: 8:00 A.M. to 5:00 P.M. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove – Headquarters				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of Business Service Officer I, the Stock Clerk will manage office supplies and serve as backup to support the warehouse. The incumbent must exercise a high degree of professionalism, tact, and possess a good working knowledge of State and Department organization, policies and procedures.						
% 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%	Performs day-to-day administrative tasks such as maintaining information files and processing paperwork. Using the Business Information System (BIS), order, receive and count stock items, and record data. Using the ServiceNow portal to fill supply order requests for all divisions within CCHCS. Check inventory records to determine availability of requested merchandise. Review invoices and shipping documents against the Purchase Order for verification of items purchased and enter this information on paper or electronic order forms. Review orders for completeness according to reporting procedures and forward incomplete orders for further processing. File copies of orders received.					
30%	Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person regarding the supply ordering process. Trains staff member how to prepare					

20%	orders, inform staff of order information, such as unit prices, shipping dates, and any anticipated delays; verify order information for correctness, checking it against previously obtained information as necessary. Maintain communication with both internal staff and individuals outside of CCHCS providing follow-up to existing issues or solutions to new challenges, offering solutions compliant with California laws, rules and/or standards. Maintain inventory of supplies by entering, transcribing, recording, storing, or maintaining information in written or electronic form. Review orders for completeness according to reporting procedures and forward incomplete orders for further processing. Verify inventory computations by comparing them to physical counts of stock and investigate discrepancies or adjust errors. Applying CalOSHA standards, maintain a clean and safe work environment. Pack and unpack items to be stocked on shelves in stockroom and/or warehouse. Store items in an orderly and accessible manner in the supply room and warehouse. Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment. Clean and maintain storage areas to ensure compliance with safety regulations.
5%	Keeping up-to-date technically and applying new knowledge to the job through Health and Safety, BIS, State Procurement and contracting process, State Administrative Manual (SAM) administration and the BIS system and various processes that relate to supplies and warehouse operations. Assist and serve as back to the Warehouse worker. Assist with warehouse inventory, shipping and receiving. Perform other related duties. KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Methods and practices used in receiving, storing, packing, and shipping supplies; usual forms, methods, and practices of the shipping department of a governmental or commercial organization; methods of taking inventories and maintaining inventory records. <i>Ability to:</i> Read and write English at a level required for successful job performance; make rapid and accurate computations in connection with stockroom work; follow oral and written directions. DESIRABLE QUALIFICATIONS Punctuality and good attendance are required. Ability to work independently in a team setting. 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 this position must be reasonably expected to exert up to 50lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves standing, squatting, and sitting. 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. • Flexibility to adapt to changing work priorities.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
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