

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Warehouse Worker	HEADQUARTERS: Southern Regional Operations Center – Costa Mesa
PROGRAM/UNIT: Office of Policy & Administration/ Finance & Logistics Administration/ Logistics/ Logistical Support – Internal Branch/ Facilities/ Southern Regional Office Facility Operations and Project Delivery	POSITION NUMBER: 163-896-6220-001 (12057)	CBID: R12
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No
1. SUPERVISION RECEIVED: The Warehouse Worker, Southern Regional Office Facility Operations and Project Delivery, is under the supervision of the Supervisor I.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks involve driving, standing, lifting, and bending. Must work well with others, work under changing priorities, and irregular hours. Must be able to lift 45-pound boxes, possess and maintain a valid California Class C driver's license, and must be licensed to operate a forklift and receive related training.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Daily contact with peers, California Governor's Office of Emergencies Services (Cal OES) Executive staff, management, and other governmental agencies; vendors/delivery personnel, and control agencies such as: State Controller's Office (SCO), Department of General Services (DGS), Department of Finance (DOF), State Records Center, and Secretary of State.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The Warehouse Worker is expected to have daily contact with various groups. Consequence of error will potentially influence all those noted in as Personal Contact. An error, omission, or wrong decision will bring consequences of late delivery, possibly missing a grant deadline, losing crucial funding, inconvenience, and inefficiency in business service operation. Errors or omissions have the potential to extend beyond the immediate work performed and affect the entire agency or the public. The magnitude of actions and consequences is significant and/or critical.		
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease: May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the supervision of the Supervisor I, Southern Regional Office Facility Operations and Project Delivery, the Warehouse Worker is responsible for accomplishing and coordinating activities in support of the courier, shipping, receiving, and stockroom workload. The Warehouse Worker will perform journey person work in the receipt, storage, inventory, and issue of materials. Duties will include sensitive public contact with other state agencies such as the Governor's Office and many control agencies. The Warehouse Worker must use good judgment and communicate effectively at this level.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Communicates with Cal OES staff regarding and serves as a daily courier by driving between Cal OES facilities. Duties include, but are not limited to, driving to deliver and pick-up materials to/from businesses and government offices within the Santa Ana, Costa Mesa, and surrounding areas in support of state business; training back-up staff in courier duties; coordinating maintenance and repair of the state-owned courier vehicle. Responsible for picking up monthly Master Payroll and any additional courier runs outside of the daily schedule.
25%	Coordinates and initiates the ordering of Cal OES publications (yearly calendars) and office supplies for Logistics; fulfills stocked item requests both electronically and in person; ensures business supply cabinets and publication storage areas are fully stocked; communicates with DGS Transit Storage in order to store or dispose of stocked goods; stock inventory request systems.
20%	Organizes, coordinates, and carries out the activities of the shipping/receiving area. Duties include: coordinates and implements the preparation, packaging and shipping of materials to field offices, local governments, other state agencies and the public as requested by various Cal OES staff; tracks status of shipped packages; communicates with Cal OES staff on receiving/handling of incoming purchases; initiates and maintains the orderliness and cleanliness of the shipping/receiving area; maintains log for monthly tracking report for

	incoming and outgoing parcel deliveries; communicates with Cal OES staff regarding various functions associated with shipping/receiving including the automated parcel transfer request, standard and special item procedures, and time frames for shipping and mail. Initiates repair/maintenance requests for the shipping/receiving area, including forklift, pallet jack, and delivery doorbell. Prepares status reports of workload.
15%	Assists with supporting the day-to-day activities of the Cal OES Deployment Uniform Program during periods of disaster activation or as needed. In providing assistance, typical tasks may include, but are not limited to, processing uniform requests to assign, exchange, or return articles. In addition, ensures uniform shelves and fitting racks are fully stocked, uniforms are handled in accordance with Cal OES policy and procedures, and ensures cleanliness and order of the Uniform Distribution Center is always maintained. Assists with documenting and tracking uniform assignments daily and with conducting physical and calculated inventory on a quarterly basis to account for all incoming and outgoing uniforms. Provides weekly status reports to management.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☒	☐
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☐	☒
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☒	☐	☐
STANDING:	☐	☐	☐	☒	☐
BALANCING:	☐	☐	☐	☒	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☒	☐
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☒	☐
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☐	☒	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☐	☒	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☐	☐	☐	☒
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☒	☐
REACHING: Answering phones.	☐	☐	☒	☒	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☐	☐	☒
CLIMBING: Stairs	☐	☐	☐	☒	☐
BENDING AT WAIST:	☐	☐	☐	☒	☐
KNEELING:	☐	☐	☐	☒	☐
PUSHING OR PULLING:	☐	☐	☐	☒	☐
HANDLING: Documents, manuals	☐	☐	☒	☐	☐
DRIVING:	☐	☐	☐	☒	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☒	☐
WORKING INDOORS:	☐	☐	☐	☒	☐
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☒	☐	☐

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title