

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-212-1508-XXX		MCR / HCR	
DIVISION / UNIT Business Services /Procurement		CLASSIFICATION TITLE Materials and Stores Supervisor I			
		WORKING TITLE Material and Stores Supervisor I			
		TIME BASE / TENURE Permanent	CBID R-12	WWG 2	COI Yes ☐ No ☐
LOCATION 31625 HWY 101, Soledad, CA 93960		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Materials & Stores Supervisor I (M&SSI) is responsible for the supervision of inmate work crew(s), receipt, storage, tracking, issuance and shipping of the Warehouse/Clothing/RASP/ facilities and for supplies requiring moderate to complex storage practices in a redistribution or point-of-use from the warehouse to the various areas of delivery.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Properly store, inventory, and issue institutional supplies and clothing in accordance with applicable laws, regulations and established warehouse, clothing and RASP procedures and waste operation. Performs heavy physical labor, analyzes situations accurately and takes effective action and other duties as deemed necessary by the institution.					
% 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.			
30%		Supervise, instruct and work with a crew of inmates in the Salinas Valley State Prison as directed or redirected by their supervisors to the following areas; Warehouse/Clothing /Rasp departments. Complete the following practices; IIPP training/log book, receiving, storage and issuance of all materials supplies, tools used by employees and inmate work crew(s). Utilize and operate various material handling equipment such as; forklifts, hand trucks, including driving various types of vehicles/truck as deemed necessary to deliver/transporting various warehouse supplies, clothing supplies, and RASP supplies. The ability to run the Warehouse/Clothing/RASP services when assigned or redirected as deemed necessary per institutional needs; the ability to multi-task in the Warehouse/Clothing/RASP areas while performing the essential functions such as open line, new arrivals, logging all activity in designated log books, sort clean and dirty laundry, stock shelves, conduct inventories as assigned, utilize storage space, submit and pull			

	clothing/housekeeping/stationary orders for institutional needs on replenishment basis, etc. Responsible for the operation of their assigned department utilizing departmental policies and procedures, established by the Materials Management Procedures and the use of modern storekeeping practices. Maintain an accurate and updated inventory log book, as well as the adequate stock to meet institutional needs on a day to day basis. Area of assignments include, adhering to reclamation guidelines established by the State of California through the purchase of, use of, and proper disposal of items containing recyclable materials. These duties shall be performed with or without the assistance of the inmate work crew(s).
30%	Obtain price quotes, create purchase requisitions and follow up on outstanding orders for delivery dates of materials, supplies and parts for stock and special projects. Maintain cleanliness and proper storage practices. Answer telephones and communicate effectively with departmental employee on related issues. Contact vendors or contractors for material specification or dispositions.
15%	Maintain and perform daily tool/equipment inventory control (security and inventory), inspect worksites for contraband, maintain inmate accountability and security. The ability to accurately count large volumes of inventory items.
15%	Prepare and submit inmate work reports, prepare, submit and maintain accurate inmate timekeeping records, provide inmate safety training and enforce safety regulations.
5%	Attend 40 hrs. of In-Service Training, obtain On-the-Job Training, attend safety meetings, and train others as necessary. Familiarize self and train inmates in SB198, Right to Know, and Hazard Communication Program. Performs other work as required and assists other warehouse positions as needed by Salinas Valley State Prison dictates. Utilize and return Warehouse vehicle keys to key storage box as required utilizing the chit system.
5% (Recommend 5%)	(PROPOSED STANDARD LANGUAGE ON ALL POSITIONS) Perform administrative duties including, but not limited to: adhere 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.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Example: 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 time line 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 A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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