

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Communications Infrastructure and Support Section		DIVISION Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE Warehouse Manager I		BARGAINING UNIT S12	TENURE Limited-Term	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-048-1501-001		CURRENT DATE 10/23/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the Information Technology Manager (ITM) I, the Warehouse Manager I is responsible for the Department's redistribution of Communications Infrastructure and Support Section's (CISS) equipment to over 120 commands statewide. This position oversees the operational functions of the Warehouse and is responsible for the general supervision of employees for the CISS Warehouse.

SUPERVISION RECEIVED

The Warehouse Manager I reports directly to and receives the majority of their assignments from the ITM I. However, direction and assignments may also come from the other ITM I or the CISS Commander.

SUPERVISION EXERCISED

The Warehouse Manager I provides general supervision and direction to six professional staff; one Custodian I, one Materials and Stores Specialist, two Warehouse Workers (WW), and two Property Controller (PC) IIs.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
45%	Plans, organizes, and directs the operation of the Warehouse. Develops policies and procedures for effective redistribution of supplies and equipment to over 120 commands statewide. Analyzes, develops, and coordinates changes in work related functions. Develops and implements training for new employees. On a continuous basis, conducts and updates training for employees in procedural changes. Prepares employee performance evaluations.
32%	Supervises the work performance of one Custodian I, one Materials and Stores Specialist, two WW, and two PC IIs.
15%	Ensures the WW have the proper skills to operate powered equipment for material handling. Inspects facility and equipment to ensure safety requirements are met. Conducts safety meetings on a frequent basis. As needed, provides 24-hour response to emergencies such as natural disasters. Maintains personnel rosters for after hours emergency recalls.
3%	Collaborates with the Property Inspector (Specialist) to ensure that proper guidelines are followed in the disposal of e-waste in accordance with the e-waste recyclers chosen from Department of General Service Master Service Agreement.
	<u>Non-Essential Functions</u>
5%	Performs other job related duties within the scope of the classification, as assigned.
TOTAL	100%

Warehouse Manager I

388-048-1501-001

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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