STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Academy Operations Section/Supply Unit	Departmental Training Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Warehouse Worker	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-093-6220-701	10/06/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the supervision of the Material and Stores Supervisor, the Warehouse Worker is responsible for assisting in receiving materials, loading and unloading vehicles, unpacking and checking incoming materials against invoices or bills to verify items and quantities received; palletizing, tagging, moving, stocking, and storing materials to designated locations; and assisting in preparation of material for local issue or shipment for the Academy's Supply Unit.

SUPERVISION RECEIVED

The Warehouse Worker reports directly to and receives the majority of their assignments from the Materials and Stores Supervisor. However, direction and assignments may also come from the Chief of Plant Operations, Business Manager II, or Manager II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Ability to lift and carry objects weighing up to 70 pounds. The employee will work both indoors and outdoors. While indoors, the temperature and humidity are reasonably controlled; however, while outdoors, the employee is exposed to climatic conditions.

SPECIAL PERSONAL CHARACTERISTICS

Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
30%	Load and unload trucks or other common carriers and transports material to specified areas either by hand or by use of powered or non-powered material handling equipment, including forklifts, hand trucks, and pallet jacks. Assist in receiving, unpacking, and checking incoming material against invoices and bills of lading to verify items and quantities received. Palletize, tag, and move material to designated locations; stock shelves, bins, or other storage facilities: pull, re-palletize, and assist in the preparation of material to for local issue or shipment; select specified items, assemble material, and stage equipment and supplies for distribution as required. May occasionally operate motor vehicles. Keep floors and storage areas clean and orderly.
30%	Assist cadets with police protective equipment fitting and CHP 117, Reproductive Requests, for ordering manuals and supplies. Maintain the cadet equipment information database.
20%	Make deliveries, pick up checks, and is responsible for the movement of mail items weighing up to seventy (70) pounds. Maintain logs for daily van usage and of received and distributed items at the Academy.
10%	Process CHP 41, Supply Requisition, forms, check mail that is delivered, and cross check the packing list with the purchase order and invoice information. Deliver items that are received from the courier. Maintain general logs and file documents
	Non-Essential Functions
5%	Set up tables, chairs, and other items for special events, classroms, training as needed. Inventory and survey equipment and other miscellaneous duties as needed.

5%	Other duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE