CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
KERN VALLEY STATE PRISON	916-700-1505-201			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials and Stores Supervisor II, CF			
Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison/Business Services/Procurement/ Canteen	WORKING TITLE Materials and Stores Supervisor II, CF			
	TIME BASE / TENURE P/FT	CBID S12	WWG 2	COI Yes ☒ No ☐
LOCATION	INCUMBENT			EFFECTIVE DATE
Kern Valley State Prison – Delano, CA				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and 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.

DIVISION OVERVIEW

The mission of the Region III institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT

The Materials and Stores Supervisor (Correctional Facility) series of classes describe work concerned with the receipt, storage, issuance, and shipping of a volume of varied supplies. Within a correctional facility, incumbents maintain order and supervise the

conduct of incarcerated individuals assigned to their work area; supervise, train, and instruct them in their work, and submit periodic written appraisals of their conduct and productivity; prevent escapes and injury by them to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals for contraband such as weapons or illegal drugs; may instruct, lead, or supervise incarcerated individuals workers; and do other related work.

Under the supervision of the Prison Canteen Manager II (PCMII) the Materials and Stores Supervisor II (M&SS-II) is responsible for the procurement process for all items used by Incarcerated Person Canteen. The procurement process includes the bidding, ordering, receiving, stocking, issuance, and inventorying of all Incarcerated Person Canteen supplies and equipment. This person is responsible to maintain accurate records of purchase orders placed, receipts, storage, and issuance of stocked Incarcerated Person Canteen items. This position will act as a liaison between the Institution Support Warehouse and Incarcerated Person Canteen, and the operation of all material handling equipment assigned to the Incarcerated Person Canteen. The M&SSII will conduct and record a monthly inventory. In the presence of an approved Commercial Driver's License Pay Differential, the M&SSII may be regularly assigned to assists in the operation of the stock room at each canteen; assists in the canteen warehouse acting as relief coverage in all facility canteens and other duties as directed; supervise incarcerated individual workers assigned to the canteen. The M&SSII may be regularly assigned to operate a vehicle requiring a Commercial Driver's License (Class A or B) for the purpose of transporting supplied and equipment.

% 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.
40%	Responsible for receipt, storage, and issuance of a wide variety of supplies/equipment, receiving of materials and supplies from the Institution support Warehouse, and conduct, reconcile, adjust, and submit month-ending inventory reports to the PCMII for disposition. Maintain accurate records on ordering, receiving, issuing, and shipping of materials and supplies. Maintain log and verify applicable orders prior to sending to PCMII. This position is directly responsible for supervising -the- storage and issuance of all supplies.
25%	Oversees each Incarcerated Individual Canteen's monthly ordering and screen all orders submitted for the PCMII's approval. Estimate possible future demands of various supplies based upon past needs and requests. Assists the PCMII in searching markets for viable pricing and purchasing information and preparing as required purchase orders for the replenishment of resale merchandise and operating supplies. Document receipt of all merchandise and input pertinent data into the TRACS.
15%	Delivering supplies to all Incarcerated Individual Canteen areas. Also responsible for receipt of Incarcerated Individual Canteen related supply items from the Institution Support Warehouse. maintain security of the work area, inspect premises, and search incarcerated individuals as necessary for contraband. Provide vacation and sick leave coverage for the M&SS-II when required including all duties associated with that position; provide relief coverage in the Canteen Warehouse and/or any of the Institution canteens to include any/all duties delegated by the PCMII. Assume the duties of the PCMII when necessary.
10%	Assist with monitoring all areas under M&SSII jurisdiction for compliance with the Department's environmental health standards, Injury and Illness Prevention Program (IIPP) and SB-198 Code of Safe Practices. Maintain and catalog all pertinent Safety Data Sheets (SDS) relative to hazardous materials utilized in the Canteen Department. Update as necessary, with the concurrence of the PCMII, policies and procedures.
5%	This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.
5%	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. Attend annual In-Service-Training (IST), receive mandatory on-the-job (OJT) training as mandated, including but not limited to on-the-job (OJT) provided in the monthly IST Bulletin. Other duties as required.

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 through observation and building rapport.
- 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.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- 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 timeline 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