CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California State Prison-Corcoran	084-212-1505-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials & Stores Supervisor II, CF			
	WORKING TITLE			
California Department of Corrections and Rehabilitation Division of Adult Institutions Business Services/Procurement	Clothing/Maintenance Warehouse			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	U12	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Support Warehouse				

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

Under the direct supervision of the Warehouse Manager II, this position provides direct supervision and staff training in proper receipt, storage, issuance, and shipping of clothing and maintenance supplies for CSP-Corcoran and serves as the direct supervisor for the Clothing department and the Maintenance Warehouse.

GENERAL STATEMENT

The primary purpose of this position is to train, direct and supervise assigned Materials & Stores Supervisor I's in the correct supply ordering, shipping, receiving, storing, issuance, inventorying procedures, and incarcerated people supervision for the Clothing and Maintenance departments.

% 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.
35%	Directs, schedules, provides training, and direction for Clothing and the Maintenance Warehouse departments. Directly supervises six (6) Clothing Materials & Stores Supervisor I's in clothing duties and one (1) Maintenance Warehouse M&SSI in maintenance warehouse duties. Responsible for the scheduled pickup and delivery of clean and soiled clothing between the clothing rooms and Prison Industry Authority Laundry Facility. Conducts monthly inspections of clothing rooms, warehouse clothing department and maintenance warehouse. Acts as the liaison between Facility Management and the Warehouse Manager II. Responds to CDC 602 appeals/grievances related to clothing issues at the formal level.
25%	Responsible for monitoring clothing department stock levels, reordering of clothing items and monitoring late or non-shipment of merchandise. Responds to inquiries from the Regional Accounting Office, tracks purchase orders, ensures Goods Receipts are completed within the three day allotment. Manages storage space for clothing within the Support Warehouse. Supervise staff conducting inventories for areas of supervision, conducts regular site inspections for SB-198, Right To Know and other related training mandates. Assures incarcerated workers are properly trained and training is documented and appropriately filed.
15%	Responsible for adherence to policies and procedures related to materials management in relation to areas of supervision. Monitors staff performance and prepares yearly evaluations. Prepares and submits completed work order requests for the Support Warehouse, PIA Warehouse, State Garage, and the Mailroom.
10%	Meets regularly with Warehouse Manager II regarding operational objectives, including scheduling adjustment, meetings with facility management staff, area inspections, resolution of incarcerated people appeals/grievances, supply stock levels, supply reordering, etc. Responsible for safety and security of staff, prevents incarcerated peoples escapes or injury to themselves, others, or property and ensure the security of keys/tools of the Warehouse prior to existing at the close of business. Monitors health, safety and security issues of areas of supervision and works to remedy in a timely manner.
10%	**Personnel Management:** Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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.

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

- 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 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