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
CSP-Solano	674-261-1794-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Property Controller II (Correctional Facility)			
	WORKING TITLE			
State of California Department of Corrections and Rehabilitation California State Prison - Solano	Property Controller II (Correctional Facility)			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Vacaville, California				

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

California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.

GENERAL STATEMENT

The Property Controller II Organizes and effectuates periodic inventories and reconciles property accounts and records; prepares monthly, biannual and annual statements or property inventory, showing cost of property by classification; determines condition of property, arranges for maintenance and repair, and recommends proper disposition of property including salvage and disposal.

The Property Controller II develops improvements in the property accounting procedures; instructs others in the methods of property accounting; prepares reports and data to justify replacement or purchase of additional property/equipment. In accordance with the SAM Section 8652, each State agency is required to make a physical count of all property and reconcile with accounting records at least once every three (3) years. Inventory counting does not need to be performed at one (1) time for an entire department's property. The Property Controller II reports property inventory variances to management.

% 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%	Completes all necessary recordkeeping relating to the purchase, receiving, storage, inventory, and issuing of equipment items. Obtains bids, quotes and prepares purchase documents for minor and major equipment.
25%	Facilitates the movement of equipment and equipment items. Trains and supervises an incarcerated people's work crew in the proper handling and transporting equipment items. Maintains records regarding time worked. Prevents escapes and injury by incarcerated individuals to themselves or to others on State property. Maintains security of working area and work materials. Inspects premises and searches incarcerated people for contraband such as weapons or illegal drugs.
20%	Maintains appropriate records relating to the purchase, location and disposition of equipment items including monetary value.
15%	Processes requests for issuance of new or replacement items, as well as transfers of existing equipment.
10%	Assists in developing a schedule of replacement for outdated, worn or damaged equipment and furniture. Provides input to management in the development of the annual schedule 9 preparation and prepares this schedule for submission to CDCR Headquarters.

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, nonemployees, 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