DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: Mule Creek State Prison/Operations/CALCTRA			
2. Enterprise/Unit: Warehouse			
3. Classification Title: Industrial Warehouse & Distribution Specialist, P.I.			
4. Working Title: Industrial Warehouse & Distribution Specialist, P.I.			
5. Position Number (Agency-Unit-Class-Serial): 045-410-7231-004	**6. CBID:** R12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Amador County
9. Tenure: Limited Term		**10. Time Base:** Full-Time	
11. License Requirement: Commercial Class A		**12. Endorsement Requirement:** None	
13. Retirement Category: Industrial		**14. Work Schedule:** Monday- Friday 0630 to 1430	
15. Incumbent Name (If known): Vacant (LT)		**15a. Effective Date:**	

16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the direction of the Industrial Warehouse and Distribution Manager I (IWDM I), this position supervises the receipt, storage, issuance, and shipping of a large volume of industrial supplies and products for the various industrial enterprises within a correctional institution and transports products on grounds at Mule Creek State Prison. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.

17. Percentage (%) of time performing duties:	**18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.**
	ESSENTIAL FUNCTIONS
40%	Provides training, counseling, and supervision of incarcerated individual work crew in the CALCTRA Warehouse. Assists in planning & scheduling of labor, materials & equipment used in the warehouse. Responsible for shipment and verification of raw materials to various factories and finished goods to customers throughout the state. Checks raw materials against Form 8s or Pick. Slips. Prepares shipping documents and Bill of Lading (BOL) before shipment of finished goods. Receives and signs for incoming freight & supplies, checking items against freight bill & packing slip. Matches received items to purchase orders for proper quantities. Performs SAGE X3 transactions for receiving, shipping, billing, cycle counts and other needed reports. Operate forklift to load, unload, stack, and transport materials and finished goods throughout the warehouse.

(Essential Functions Continued on Page 2)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
(40% EF Cont.)	Maintain constant, direct supervision of incarcerated individuals on dock areas at all times. A whistle must be carried at all times while on the worksite.
30%	Coordinates the issuance, transportation, and processing of requisitions for raw materials from factories and finished goods for customers. Reviews complaints from CALCTRA Central Office on all sales orders, damages, shortages, etc. Oversee the storage of stock items, finished goods, and maintains all inventory records. Conducts weekly safety meetings and assists in maintaining the Injury and Illness Prevention Plans (IIPP) on file for all incarcerated individuals and staff. Implements and maintains a preventive maintenance plan on all equipment. Serves as backup to the Heavy Truck Driver and assumes related duties and responsibilities as needed.
25%	Assists in selection of incarcerated individual workers, evaluates work performance of incarcerated individual workers, and ensures that proper discipline is maintained for incarcerated individuals in the work area; adheres to California Code of Regulations Title 15, Division 3, Rules and Regulations of Adult Operations and Programs, and Department Operations Manual (DOM) by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary. Responsible for ensuring accuracy and integrity of tool control procedures, incarcerated individual counts and CDC 1697 timekeeping records. Ensures that pre operation inspections are completed daily before the start and at the end of the workday. Maintains records and logs daily tool accountability for all of the warehouse tools (Keys, scissors, paper cutters, etc.) per DOM Article 5, Chapter 18-Tool Control. Must complete all mandatory and job related training.
	(Marginal Functions on Page 3)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
5%	Implements the individual components of the Industry Employment Program (IEP) training and motivating incarcerated individuals in personal development through their participation in the program. Performs other duties as required,

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Correctional Training and Rehabilitation Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.

This position is required to maintain a valid Commercial Class A driver's license and valid medical certificate. This position is subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law and will be included in the Department of Motor Vehicles (DMV) Employer Pull-Notice EPN) Program.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant (LT)	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Lacey Sandberg	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: TS 10.26.2026		