STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

025-6220-050

Division: Operations Division	**Classification Title**: 6220 Warehouse Worker
Branch: Document Services Branch	**Working Title**: Warehouse Worker
Unit: Warehouse	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 025-6220-050	**CBID/Bargaining Unit**: R12
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: Yes	**Bilingual Language**: Unknown
Sensitive Position: Yes	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 03/04/2024

Direction Statement and General Description of Duties: Under the supervision of a Materials and Stores Supervisor, and /or Warehouse Manager II, the Warehouse Worker performs and is responsible for the efficient, skilled completion of all tasks and functions associated with the receipt, storage, inventory, and distribution of departmental expendable and accountable supply items and materials sent to internal and external customers statewide.

Percentage and Essential/Marginal Functions:

40%	**RECEIVE AND PROCESS (E)** Performs all work associated with the receipt, storage, inventory of all stock items maintained in the warehouse facility and received through the Headquarters East Dock

	location. Receives, stores, and places all incoming items including mail carrier materials, messenger items, and vendor deliveries in appropriate staging or holding areas for processing. Reviews and sorts assigned supply request forms for routine daily processing, including shipping instructions. Reviews request for accuracy and completeness. Verifies discrepancies and takes corrective action. Uses appropriate equipment to assist with the loading and off-loading of transport vehicles. Performs stock-receiving functions for materials and goods received through East Dock Operations. Ensures completion of delivery documents, log sheets, applicable logs, reports, and files. Packs all materials in the proper containers and makes items ready for shipment or delivery to customers.
30%	**SHIPPING (E)** Prepares all necessary shipping and receiving documents, bills of lading, et al., for each order. Packs all materials in the correct containers and makes items ready for shipment or delivery to customers. Prepares large volume freight shipments, palletizing, wrapping, and weighing items for delivery to customers as needed. Places all items at designated pick-up stations for contracted carrier services or delivers materials to proper recipient. Responsible for the timely and efficient removal and replacement of all confidential material containers throughout the Headquarters complex. Routinely monitors each container station to determine the need for removal or replacement. Transfers full confidential bins from fill stations to designated storage areas and replaces with empties.
20%	**DELIVERY (E)** Identifies recipients for supply shipments, equipment and furniture deliveries, parcels, packages, and other items received by messenger or mail. Counts items to verify accurate completion of deliveries. Identifies and reports damaged and /or missing items from shipments. Completes and maintains inventories regarding volumes of resupply items, reports, and researches any discrepancies in shipment, receiving, or packaging. Delivers materials to customers, or to any of the designated Headquarters complex locations. Moves materials to designated storage areas or stations as needed. Stocks shelves and bulk storage areas. Maintains secure storage areas and all work locations in a neat, safe and clean fashion.
5%	**STOCK AND INVENTORY (M)** Monitors storage areas during picking and stocking processes, ensuring materials are at adequate and appropriate volumes. Notifies appropriate staff on low points and outages. Repalletizes materials in sequential order when needed. Immediately notifies supervisor or designated staff of any work-related inventory discrepancies, or concerns discovered during the course of daily routine operations. Coordinates returns. Determines and initiates proper, temporarily open, or secure storage for pickup by vendors or carriers.

	Prepares scheduled or ad hoc inventory reports for counts of stock items. Completes and submits inventory, production, and data reports on a timely basis. When assigned, coordinates with designated lead staff and performs tasks related to the processing of blanket orders for departmental distributions. Performs assigned inventory functions.
5%	**MISCELLANEOUS (M)** Serves as backup for truck driver functions and duties. Maintains equipment in good condition at all times. Notifies supervisory or lead staff of any safety issues as they arise. Assists in processing supply requests received in other work areas within the operation. Sorts, prepares, and packages relevant material for recycle, redistribution, or deconstruction as necessary. Performs other job-related duties as required.

Supervision Received: The Warehouse Worker reports to, and receives direction from, the Materials and Stores Supervisor. Receives close to general supervision when being trained. Shortly after the initial training period, the Warehouse Worker will need to adapt to various situations, judge which learned work methods and systematic processes obtain the desired results and communicate effectively with all persons encountered.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Required to lift 50 pounds or more on a continuous basis. Works in various settings ranging from offices, shipping/receiving dock, and or warehouse. Operates powered materials-handling equipment while carrying out duties and tasks. When performing back-up driving duties, required to drive to and from Materials Management locations frequently, without stopping between destinations.

Special Requirements: A valid Class C California driver license. Enrollment in the Employee Pull Notice Program. Must pass a 2-part medical exam and fingerprint and background clearances before hire.

Personal Contacts: Interacts with Internal DMV staff in person, via email and mail as needed. May have contact with parcel, freight, and other delivery persons. Interactions may be general or informative with the aim of processing, packing, shipping, receiving, and transporting materials and supplies.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE