STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Communications Infrastructure and Support Section	Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Warehouse Worker	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-048-6220-702	08/25/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the supervision of the Warehouse Manager I, the Warehouse Worker is responsible for performing journeyperson work in the receipt, storage, inventory, and issue of materials; uses powered or non powered materials handling equipment as necessary; occasionally operate a motor vehicle; and may do other related work for the Communications Infrastructure and Support Section (CISS) Warehouse.

SUPERVISION RECEIVED

The Warehouse Worker reports directly to and receives the majority of their assignments from the Warehouse Manger I. However, direction and assignments may also come from the Information Technology Manager I or another manager.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Warehouse environment semi-climate conditioned setting, requiring navigation between office space and active storage bays. Operation on and around materials handling equipment.

SPECIAL PERSONAL CHARACTERISTICS

Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
45%	Loads and unloads trucks or other common carriers and transports material to specified areas either by hand or by use of powered or no powered materials handling equipment; assists in the receiving, unpacking, and checking of incoming material against bills of lading, packing slips, invoices, and other related shipping documentation to verify items and quantities received; palletized, tag, and move material to designated locations; pulls, re-palletize, and assists in the preparation of material for local issue or shipment; completes shipping and inventory documents for record keeping.
45%	Stocks and restocks shelves, bins, or other storage facilities; selects or 'pulls' specified items and assembles material in shipping bays; creates and updates simple records and/or inventory information related to the Department's assets; as assigned, perform other duties as required, and may occasionally operate a motor vehicles.
5%	Assures e-waste is properly disposed of in accordance with the e-waste recycler chosen from Department of General Service master Service Agreement; keeps floors and storage areas clean and orderly.
	Non-Essential Functions
5%	Perform other duties as assigned within the scope of the classification.
TOTAL 100%	

DUTY STATEMENT

Warehouse Worker

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The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE