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
California Health Care Facility (CHCF)	190-243-1508-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials and Stores Supervisor I, CF			
	WORKING TITLE			
Division of Adult Institutions Warehouse - Operations	Materials and Stores Supervisor I, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

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

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission

GENERAL STATEMENT

Under the general supervision of the Materials & Stores Supervisor II, CF, the Materials & Stores Supervisor I, CF (MSSI) is responsible for the vendor solicitation for purchase of, receipt, storage, ordering, and issuance of a large volume of varied supplies and commodities in the Material Service Center (MSC). Operation of all equipment assigned to the MSC. Work with in the MSC or institution in the facilitation of delivery and removal of supplies.

% 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%	Delivery of products throughout the facility; food carts, material carts, laundry carts, Canteen carts, sanitized wires and bio hazardous waste carts, and all other items from common carriers as directed for daily operations.
35%	Removal of soiled carts, process trash, soiled linen, recyclable items and biohazard waste. Ensures compliance with safety and security policies and procedure at all times.
20%	Responsible for knowing and following the policies and procedures related to Materials Service Center and the California Health Care Facility. Maintain current logs and inspections for all freezers, equipment, health and safety records, eye wash stations, fire extinguishers, and tool and tug inventories. Provide coverage to Hot room, Fast Track for deliveries, carting, and quality control.
10%	Meets routinely with Materials & Stores Supervisor II regarding MSC general operations. Knowledge of policies and procedures related to Material Service Center. Other duties as assigned. 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. **Knowledge and Abilities:** **Knowledge of:** Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; operation of motorized material handling equipment; inventory and quality control. **Ability to:** Read and write English at a level required for successful job performance; perform heavy physical labor; estimate possible future demands of various supplies based upon past needs; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action; learn the operation of forklifts and other types of motorized material handling equipment. **Language Skills:** Ability to give and receive verbal and written instruction, spell accurately, and write reports. **Reasoning Ability:** Ability to analyze data and draw logical conclusions and apply departmental rules and regulations to specific instances. **Special Personal Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated people. **Interpersonal Skills:** Work independently in a team setting. **Physical Demands/Essential Functions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The following is a definition of the on-the-job time spent on physical activities: Constantly: Involves 2/3 or more of a workday Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Walking: Frequently, while overseeing warehouse activities or while conferring with others and completing reports. Frequently walks within the Warehouse, demonstrating sufficient stamina to walk briskly to a satellite site in event of accident, injury, security issue or equipment problem. Walking any amount from one to two miles per day on concrete, asphalt, soil or other uneven surfaces which may be affected by moisture or chemicals.

Sitting: Occasionally, to review or complete reports, draft correspondence, conduct telephone conversations, and observe performance of incarcerated people and staff.

Lifting: Frequently, staff may perform loading and unloading of delivery vehicles, adjusting forks on material handling equipment, repositioning pallets, stocking shelves, order filling, inventory activities, relocating rolling ladders and manually operate material handling equipment. Occasionally, staff has to break down pallets containing cases of 50 pounds or more. Lifting requirements usually do not exceed 50 pounds. Objects exceeding the reasonable abilities of staff are to be relocated with the assistance of other personnel or material handling equipment.

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

- 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