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
Pelican Bay State Prison	394-212-1505-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials & Stores Supervisor II, CF			
	WORKING TITLE			
Procurement- Clothing	Materials & Stores Supervisor II, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, California			1/1/2026	

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 productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general supervision of Warehouse Manager II, CF, the Materials & Stores Supervisor II, CF, will supervise the day-to-day operations of the Materials & Stores Supervisor I's in the Recycling and Salvage Program and the Clothing Rooms throughout the facility.

% 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%	Provide coverage for the Support Warehouse and Maintenance Warehouse Materials & Stores Supervisor II, CF, in their absence. The Materials and Stores Supervisor II, CF, will coordinate with facility staff, clothing room staff, and PIA Laundry staff to ensure the clothing/linen exchange program conforms to State and Departmental standards. The Materials & Stores Supervisor II, CF, will ensure the recycling program conforms to State and Departmental standards, policies, and procedures. Conduct site inspections of all clothing rooms and Recycling Center, to ensure adherence to Departmental policies and procedures.
35%	Ensure adequate quantities of clothing and linen are maintained to meet the needs of the incarcerated population. Compile the necessary data to create Purchase Requisitions utilizing the Business Information System (BIS) for procurement of replacement clothing supplies on a monthly or as-needed basis. Ensure incarcerated persons (IP) clothing record cards are maintained by the clothing room staff. Assist custody and clothing staff to ensure the IP are held accountable for intentionally damaged clothing. Process supply requests (STD-115's) for clothing/linen items being requested, for fulfillment. Conduct clothed body searches of IP (IP), when necessary and conduct a search of the clothing warehouse for contraband. Maintain discipline and control of IP.
15%	Closely monitor the Tailor Shop operation to ensure that all salvageable clothing is repaired and redistributed to the institution's clothing rooms. Ensure reports are submitted monthly reflecting the amounts of clothing that are repaired/recycled. Ensure reports are submitted monthly by RASP reflecting amounts of recycled materials; ensure the institution is in compliance for the sales of recyclables. Compile necessary information and prepare the annual recycling report.
10%	Supervise the warehouse inventory process of accountable stock items. Conduct supervisory recounts, reconcile differences, and prepare necessary inventory reports. Train staff and IP in proper methods of material handling and storage. Perform Inventory Cycle Counts. Review staff and IP timekeeping/attendance records. Prepare staff performance evaluations. Assist the Warehouse Manager II and/or Procurement & Services Officer II on special projects/reports. Act as the Warehouse Manager II during their absence. Personnel Management, plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with State and Federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	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. Responsible for performing regular inspections and audits of all areas of responsibility and touring these areas at least twice monthly. Responsible for preparing areas under supervision for upcoming audits and ensuring compliance with Corrective Action Plans. Other duties as required.

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

- Example: 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