CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California State Prison, Sacramento	284-243-1508-002			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials & Stores Supervisor I			
	WORKING TITLE			
Business Services/Procurement/Warehouse	Materials & Stores Supervisor I (Housekeeping)			
	TIME BASE / TENURE	CBID	WWG	COI
	FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Represa, CA 95671			6/23/26	

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

Procurement supervises the purchasing and distribution of all materials, supplies, and equipment used in the institution.

GENERAL STATEMENT

Under the supervision of the Materials & Stores Supervisor ll (Department Services), this position is responsible for:

% 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.
30%	Receive, verify and confirm that all delivered goods conform with purchase orders for incoming shipments. Verify the quantity, description and all other factors ensuring that commodity received is exactly the same as ordered. Prepare Goods Receipts in the Business Information System (BIS) for goods received and submit to the Materials & Stores Supervisor II for approval. Prepare and submit Return Stock Received Reports for overage and rejected goods. Stock newly received goods into the storage area and ensure that stock rotation procedures are followed. Fill supply orders, Std. ll5, and make arrangements for delivery in a timely manner.
25%	Review monthly inventory reports and prepare Purchase Requisitions in BIS based on demand and usage. Contact vendors and secure bids for goods needed to replenish inventory levels. Conduct monthly physical inventory in accordance with warehouse procedures.
25%	Supervise two incarcerated people and provide them with proper training in inventory stocking and all aspects of warehousing operations. Prepare and submit timecards for incarcerated people, evaluation reports and work change requests as they become due. Perform daily search of warehouse and incarcerated people for contraband.

15%	Assist warehouse staff in various warehousing functions in day-to-day operations. Operate material handling equipment, including driving trucks for delivering goods. Attend safety meetings and ensure all material handling equipment are parked in safe areas. Perform other duties as needed or required by Supervisor.
5%	Attend a minimum of 40 hours of In-Service Training annually. 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. Attend a minimum of 40 hours of In-Service Training (IST) annually.

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, nonemployees, 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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

LOADING/UNLOADING SECURITY:

1) All vendor/freight vehicles are initially searched at the Folsom Prison Entrance Gate. At that time, all trailer/cargo boxes are secured with a state padlock. Receiving Warehouse staff shall unlock the padlock, remove it from the door clasp, and reattach it to the vehicle in the locked position.

2) The delivery driver must open the trailer/cargo box door in the presence of a warehouse staff. The warehouse staff will check the trailer/cargo box for contraband and any visible damage prior to allowing access to inmate workers. If contraband is found, secure the area and notify a Warehouse Supervisor.

3) Receiving staff will ensure that all delivery drivers sign the warehouse logbook and provide their company's name and the license number of the vehicle.

4) Warehouse staff will provide direct and constant supervision of the loading/unloading operations. Staff who supervise inmates loading/unloading vehicles will ensure that only the minimum number of inmates required to perform the task are present. All inmates performing these tasks will be counted prior to and at the conclusion of the loading/unloading process. Staff must not be distracted during the loading/unloading process. If the supervising staff member is distracted during the process, for any reason, the vehicle will be unloaded to the degree necessary to ensure that no inmates have concealed themselves in the vehicle. The vehicle trailer/cargo box shall be secured anytime the supervising employee's attention is drawn away from the freight vehicle.

5) All freight vehicles will be searched for concealed inmates prior to departure. The vehicle will then be padlocked prior to departing the dock area.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern warehousing methods and practices, including the keeping of receiving, shipping and inventory records, Office of Procurement specifications, freight claim procedures, operation of material handling equipment, inventory, and quality control.

EDUCATION and/or EXPERIENCE: Education shall be equivalent to Twelfth Grade level, demonstrated by a high school diploma, G.E.D. certificate, successful completion of twelve semester units of college-level work, certification from the State Department of Education, local school board, or high school authorities. Experience shall consist of not less than one year performing the duties of a Warehouse Worker or Stock Clerk in California state service; or, two years' service in a storeroom or warehouse in work involving the receipt and issuance of a large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year in a class at a level of responsibility at least equivalent to Stock Clerk.)

LANGUAGE SKILLS: Verbal communication skills which effect receipt and transmission of instructions, orders, commands, and functional conversation in emergency situations as well as ordinary warehouse related activities.
MATHEMATICAL SKILLS: Ability to accurately count large volumes of inventory, apply the full complement of units of measure to calculations and conversions; perform mathematical computations including addition, subtraction, multiplication, and division.

REASONING ABILITY: Ability to practically employ required warehousing knowledge and experience; exercise good judgment; produce logical conclusions; methodically complete warehousing functions; provide solutions to difficult situations; ascertain facts; locate documents and required resources; and application of proper lifting techniques, operation of material handling equipment, and deployment of human resources.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Exhibit a high degree of initiative, independence, and conformity to established warehousing and storekeeping principles and practices. Willingness to rotate to alternate assignments within the Warehouse and its satellite units. Ability to maintain regular attendance and be punctual.

DESIRABLE QUALIFICATIONS: Valid California Driver's License.

SPECIAL PERSONAL CHARACTERISTICS: Strength, good physical agility, and willingness to do heavy manual labor.

SPECIAL PHYSICAL 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 inmates.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in 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

Standing: Frequently - while overseeing warehouse activities or while conferring with others.

Walking: Frequently - between satellite storage facilities and work sites inside the warehouse, A, B, C Facilities, or warehouse customer sites. Demonstrating sufficient stamina to walk briskly to a satellite site in event of accident, injury, security issue, or equipment problem. Walking may amount to three to four miles per day on concrete, asphalt, soil, or other uneven surfaces which may be affected by moisture, ice, frost, or chemicals.

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

Lifting: Occasionally - staff may perform loading and unloading of delivery vehicles, adjusting forks on material handling equipment, repositioning pallets, stocking shelves, order filling, performing inventory activities, relocating rolling ladders, and manually operated material handling equipment. Most of the objects to be lifted consist of individual items or boxes of paper towels, chemical

disinfectants, floor wax, mops, brooms, plastic bags, and general cleaning supplies. Most boxes do not weigh over 50 pounds. Objects exceeding the reasonable abilities of staff are to be relocated with the assistance of other personnel or material handling equipment. **Carrying**: Occasionally - items noted above are carried for short distances to a cart, hand truck, mechanical equipment, or vehicle.

Bending/Stooping: Occasionally to Frequently - during incarcerated person or contraband searches, inspection of inventory movements, during lifting movements, or avoiding overhead obstacles.

Reaching in Front of Body: Occasionally to Frequently - boarding, operating, dismounting, or otherwise utilizing forklifts, trucks, vans, ladders, and while performing the full scope of warehousing and office activities.

Reaching Overhead: Occasionally - reach overhead to position stock, fill orders, search for contraband, or perform inventory verifications.

Climbing: Occasionally - may climb ladders, into or out of trucks, onto material handling equipment, pallet loads or docks with or without stairs.

Balancing: Occasionally - when climbing or reaching for inventory as mentioned above.

Pushing/Pulling: Occasionally - when mounting or dismounting ladders, trucks, material handling equipment, or other elevations; repositioning forks or operating manual or mechanical material handling equipment; repositioning inventory, accessing files, loading/unloading merchandise or equipment.

Crouching/Kneeling/Crawling: Occasionally - conducting contraband searches; closely inspecting shipments or equipment; freeing jams of stock, pallets, or equipment.

Fine Finger Dexterity: Frequently - in writing, separating, picking, manipulating, counting printed matter, operating computer keyboards, inspecting surfaces for cleanliness, contraband, or hazardous substances.

Hand/Wrist Movement: Constantly - when performing office and warehouse duties including operating calculators, computers, typewriters, telephones, fax machines, light switch consoles, training aids, keys, locks, handles, knobs, dials, latches, levers and wheels.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - operates a forklift when necessary and will drive a truck to deliver goods within the institution.

Hearing/Speech/Sight: Constantly - required for supervision of incarcerated people, safety awareness, communication, training, and overall performance of assigned duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly:	Involves 2/3 or more of 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

Fumes: Frequently - from automobiles and trucks with diesel and gasoline engines; from forklifts operating on LPG; from battery-operated material handling equipment and from occasional deliveries of products.
Dust: Frequently - encountered in work or storage areas outside the warehouse and less used areas within the warehouse. Dry, windy weather increases this probability.
Odors: Occasionally - some supplies, such as condiments, soaps, and detergents emit noticeable odors.
Moisture: Occasionally - outdoor work is completed despite rainy conditions.
Ventilation: Constantly - the warehouse has open doors during work hours and extensive ventilation fans to provide air circulation as needed. Office areas are also afforded mechanical ventilation.
Temperature Extremes: Occasionally - ambient warehouse summer temperatures may approximate exterior temperatures, exceeding 100ºF. Refrigerator temperature of 36ºF and freezer temperature of 0°F are encountered. Overhead heaters moderate winter temperatures in non-refrigerated areas of the warehouse.
Architectural Barriers: Frequently - the warehouse is a single level facility at ground level. However, staff are expected to climb ladders, stairs, ramps, hills, and to mount vehicles and material handling equipment. Overall, the institution's "foothill" location requires considerable walking on unpaved and uneven terrain. Satellite work sites may be void of stairs or ramps, requiring staff to step up and descend three-foot-high dock area.

Working surfaces: Frequently - concrete, asphalt, soil, wood or metal truck floors, metal dock plates in wet or dry climatic conditions. Freezer is frequently glazed with ice crystals, creating a slippery work environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Forklift, transport vehicles, pallet jacks, flatbed carts, dollies, ladders, and various hand tools.

COMMENTS: Work hours are either 0700-1500 or 0730-1530, Monday through Friday.

Assignments may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property. Incarcerated workers may be used to perform many of the lifting and carrying demands in the warehouse; however, employees must be able to meet the physical demands of their job description because incarcerated people are not permitted to work in some areas of the warehouse and are not available during periods of lockdown or times of institutional emergency.

Information for this job description was obtained by reviewing the California State Personnel Board specification and by observation of the duties as they are currently performed.