DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **MATERIALS AND STORES SPECIALIST** **(CENTRAL PROGRAM SERVICES)**	
Approved by Program Director – Matthew Zelt (A) **Signature:**	**Date Approved:**

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** This is the advanced journey level in the general storekeeping series. A Materials and Stores Specialist may either (1) lead lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.

   35% Stock incoming shipments; maintain, clean and organize storage areas; stock, move, arrange and rotate heavy items, including items such as, office supplies, furnishings, equipment, etc.; deliver to various locations within the hospital setting; and operates motorized material handling equipment; forklifts, and motor vehicles to move stock.

   25% Receive incoming shipments; complete all necessary procurement paperwork; operates hand trucks, dollies, stackers, platform lifts and other motorized material handling equipment.

   25% Conducts and maintains accurate records and physical inventory; utilize automated material identification equipment such as Bar Code labels, wands, computer terminal, laser scanner, tags etc.; prepare required documents for inventory management & control.

   15% Initiates the ordering of supplies using Office of Procurement specifications, for stock from vendors, state stores, stockrooms, etc.

2. **SUPERVISION RECEIVED:**
   Program Director (Safety)

3. **SUPERVISION EXERCISED:**
   None

4. **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; inventory and quality control.

ABILTITY TO: Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form incompliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): None

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

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:
Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date