

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-212-1508-004		MCR / HCR 1
DIVISION / UNIT Business Services Facility C Clothing Room		CLASSIFICATION TITLE Materials & Stores Supervisor I, CF		
		WORKING TITLE Materials & Stores Supervisor I, CF		
		TIME BASE / TENURE	CBID	WWG
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 7/1/2024	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Materials and Stores Supervisor (Correctional Facility) series of classes describe work concerned with the receipt, storage, issuance, and shipping of a volume of varied supplies. Within a correctional facility, incumbents maintain order and supervise the conduct of incarcerated persons, wards, residents or patients assigned to their work area; supervise, train and instruct them in their work, and submit periodic written appraisals of their conduct and productivity; prevent escapes and injury by them to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated persons, wards, residents or patients for contraband such as weapons or illegal drugs; may instruct, lead or supervise incarcerated persons, wards or resident workers; and do other related work.

This is the first working supervisory level in the general storekeeping series. Incumbents may either (1) supervise 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.

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision and general direction of the Materials & Stores Supervisor II (M&SSII), Clothing, the M&SSI will manage and operate the Clothing Room in the facility according to policy and procedure. Shall order, receive, store, and issue clothing supplies. Monitor and supervise the exchange of clothing/linen by the incarcerated population and ensure that all laundered clothing/linen are returned to the clothing room. Maintain clothing record cards for incarcerated population. The M&SSI shall maintain accurate records of receipts, issues, and a current inventory of all clothing items. Ensure quantity and quality of goods and complete all necessary receiving documents and records. Utilize Business Information System. Maintain work area clean, neat and organized. Ensure your work area is strictly controlled, monitored, and secured at all times.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

% 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.
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030-212-1508-004

40%	Supervise and monitor the receipt and issuance of clothing; receive, verify and confirm that all delivered goods conform to purchase order for incoming shipments. Supervise proper receipt of clothing by verifying counts, item identification, and condition. Prepare all documents for receipt and issues of clothing supplies. Fill STD. I15, Storeroom Supplies Order, for stocking of facility clothing rooms, on a monthly basis, and make arrangements for delivery, when required. Maintain work area clean, neat, and organized.
30%	Supervise and train assigned incarcerated persons in all clothing operations, including safe operation of equipment and tools. Maintain discipline, control and security. Prepare and submit assigned incarcerated persons work reports, maintain assigned incarcerated persons timekeeping, provide assigned incarcerated persons safety training and enforce safety regulations. Perform daily search of clothing room and assigned incarcerated persons for contraband. Complete and maintain all required logs.
15%	Conduct physical inventory in accordance with warehouse procedures. Research inventory discrepancies, and submit documentation to Warehouse Manager II to adjust inventory, when required. Prepare purchase requisitions based on demand and usage. Contact vendors and secure bids for goods needed to replenish inventory levels.
10%	Assist warehouse staff in various warehousing functions in day-to-day operations. Acquire training and knowledge to safely operate manual/motorized equipment and vehicles in order to receive, store, and deliver goods; train and direct the activities of backup staff; develop and maintain desk procedures; other duties as assigned.
05%	Attend a minimum of 40 hours of In-Service Training annually.
	Work Hours: 0800 – 1600 Hours RDO's: Saturday, Sunday, Holiday

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