

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) 030-212-1505-001		MCR / HCR 1
DIVISION / UNIT Associate Warden, Business Services Procurement – Clothing Storage and Distribution		CLASSIFICATION TITLE Materials and Store Supervisor II, CF		
		WORKING TITLE Materials and Store Supervisor II, CF		
		TIME BASE / TENURE U12	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 12/1/2024	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 individuals, 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 individuals, wards, residents or patients for contraband such as weapon.

This is the second level working supervisor in the series. Incumbents may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring complex storage practices in a large redistribution or point-of-use warehouse or supply room, including supervision over a group of assistants; or (2) in an assigned geographic area, to have charge of a large volume of equipment, stores and supplies for a State agency, and to be responsible for the maintenance of control records on the movement of equipment; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehousing supervisor.

GENERAL STATEMENT

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

Under the direction of the Warehouse Manager II, CF, the Materials and Stores Supervisor II, CF is responsible for clothing storage and distribution; and the Heavy Truck Driver, CF, who manages the Recycling and Salvage Program (RASP) Yard within the facility. The Materials and Stores Supervisor II, CF is responsible for ensuring that specified rank and file employees who fall under FLSA guidelines observe their designated lunch and two (2) rest breaks and will provide work schedules that stagger the rest periods so that employees will not have to assume supervision of incarcerated individuals, nor perform assigned duties during rest periods; and monitor and report on performance of all staff under direct supervision and take disciplinary action as needed. In the event an incarcerated individuals under the incumbent's supervision fails to report to his assignment within 10-15 minutes, the incumbent will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the incarcerated individuals. The incumbent is responsible for conducting random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. In the event the incumbent out counts incarcerated individuals, he/she is responsible to

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physically identify the incarcerated individuals before accurately calling in a paper count, and physically identify the incarcerated individuals before accurately calling in the positive count. Duties 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.
40%	Responsible for the entire clothing and exchange process, ensuring that quantities issued or exchanged are appropriate as set forth in the institutional procedures which includes maintaining initial issue and exchange records for the entire institution, adhering to the exchange dates and times for each facility and ensure that appropriate action is taken when altered or damaged items are discovered.
30%	Supervise and direct work of the heavy Truck Driver, CF; Material and Stores Supervisor I's; and incarcerated individual's workers in all aspects of the clothing operation, and always emphasis on safety and sanitation.
10%	Supervise incarcerated individual's workers, including holding work cards, calling in the out count, assigning work and reviewing performance, counseling regarding substandard performances, writing disciplinary paperwork as needed and submitting timecards and pay sheets and providing comprehensive training on work expectations and safety measures.
05%	Order and maintain adequate supply levels to effectively service the incarcerated individual's population, to include the requisition (RFQ) process.
05%	Conduct physical inventories and reconcile with warehouse records. Assist Warehouse Manager in estimating future demands for clothing and linen supply levels, office, and miscellaneous items.
05%	Maintain sanitation standards, search for contraband, remain alert to theft, spoilage, fire, or safety hazards and rodent or insect infestation. Make recommendations and take effective action when necessary. Act as Warehouse Manager in Warehouse Manager II's absence.
05%	Participate in appropriate In-Service Training. Perform other related duties as required. 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 individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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 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
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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
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