

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 071-212-1508-004	MCR / HCR 1	
DIVISION / UNIT Business Services Procurement Clothing Room	CLASSIFICATION TITLE Materials and Stores Supervisor I, CF		
	WORKING TITLE Materials and Stores Supervisor I, CF		
	TIME BASE / TENURE LT/FT	CBID R12	WWG 2
LOCATION 300 Prison Rd. Represa CA, 95671	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION			
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.			
CALIFORNIA MODEL			
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.			
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION			
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation 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 supervision of the Material & Stores Supervisor II, CF, the Materials and Stores Supervisor I, is responsible for performing a variety of duties associated with the operation of the incarcerated persons Hobby Program, Clothing and Institution Linens Program. Saturday/Sunday/Holidays Off 07:00-15:00.	
% 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%	Processing Incarcerated Persons Hobby Program: Responsible as a store clerk, shipping and receiving items for incarcerated persons Hobby orders. Shipping of incarcerated persons Hobby projects to their friends and family at incarcerated person's expense. Verifying incarcerated person's orders are accurate with vender catalogs. Working with Investigations to prevent contraband items from going to incarcerated person's. Submit incarcerated persons contracts for staff to purchase incarcerated persons Hobby items. Work with custody on inventory of Hobby tools. Update Hobby spread sheet in Folsom share drive.
25%	Storing Incarcerated Persons Clothing and Institution Linens: Maintains an adequate supply of inmate clothing and institution linens required for the daily operation of FSP. Assembles and bundles incarcerated persons clothing and institution linens for all incarcerated person's arrivals according to documents prepared and submitted by the Receiving and Release Unit. Stores incarcerated persons clothing and institution linens until requested by the housing units or Receiving and Release Unit. Logs the receipt of all incarcerated persons clothing and institution linens. Completes incarcerated persons clothing and institution linen cards. Files completed cards.
10%	Inventory Control / Tool Control: Prepares reports and estimates on institution merchandise needs, makes recommendations on the program operations, and provides summaries of the availability of program related items for future operational needs. Participates in the inventory process of the clothing and linens for FSP. Assists the Maintenance Warehouse in the preparation of special reports and projects. Responsible for tool control, key control and the cleanliness of the general work area.
10%	Incarcerated Persons Supervision: Supervises incarcerated persons workers performing daily work assignment. Directs incarcerated persons workers, and ensures materials and supplies are handled appropriately. Assists in the interviewing of prospective incarcerated persons for employment, and prepares incarcerated persons time cards and performance evaluations. Takes appropriate disciplinary action when necessary. Maintains order and supervises the conduct of incarcerated person's workers. Helps to prevent escapes and injuries by incarcerated persons to themselves and property. Maintains the security of working areas and work material. Inspects premises and searches incarcerated persons for contraband, such as weapons or illegal drugs.
5%	Other duties as needed or required based upon institutional needs.
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.
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 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE