

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**

# DUTY STATEMENT

RPA/647#-  
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EFFECTIVE DATE:

<b>CDCR INSTITUTION OR DEPARTMENT</b> California Correctional Health Care Services	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> HEALTH CARE SERVICES Susanville	<b>CLASS TITLE</b> Materials & Stores Supervisor I
<b>WORKING DAYS AND WORKING HOURS</b> a.m. to pm (Approximate only for FLSA exempt classifications)	<b>SPECIFIC LOCATION ASSIGNED TO</b> California Correctional Center - Warehouse
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 068-213-1508-401

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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the direction of the Correctional Health Services Administrator II, the Materials & Stores Supervisor I is responsible for the purchasing, stock receiving, delivering, and maintenance of supplies for Health Care Services. This includes the inventory of all Health Care Supplies, including stationary.

% 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. <i>(Use additional sheet if necessary)</i>
<b>35%</b>	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Organizes and directs the receipt and storage of supplies and materials for each section of the OHU and Clinics. Directs distribution of all materials medically related and stored in the OHU storeroom maintaining current records.</p>
<b>20%</b>	<p>Records material and supplies for Health Care Services. Directs shipment of materials as required. Conducts a proper identification of sub purchase orders, special delegations, and purchase orders against stock cards and other records. Weekly delivery of materials and supplies from the Institution Warehouse to the Medical the Department.</p>
<b>10%</b>	<p>Logs and records hazardous/toxic supplies and materials. Inventories hazardous/toxic supplies and materials. Conducts all warehouse related reports, forms, logs and material handling.</p>
<b>10%</b>	<p>Maintains proper inventory of tools and equipment. Maintains audits and inventory of "hot" lockers and storerooms. Maintains perpetual inventories of gasses and acids. Maintains security over doors, and fences. Responsible for assigned keys and other security devices. Responsible for attending all required classes mandated by the institution.</p>
<b>10%</b>	<p>Orders and distributes office supplies and forms. Maintains inventory of supplies. Assist all medical supervisors as assigned.</p>
<b>10%</b>	<p>Enforces all rules as prescribed by O.S.H.A. and institutional procedures. Instructs and leads unskilled assistants in safe working practices when working in or around equipment. Assures that all equipment complies with safety orders of the Industrial Division.</p>
<b>5%</b>	<p>Other duties as required. Maintain required On The Job Training/In-Service Training requirements. Keep work area clean and secure.</p>

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; freight claim procedure; inventory and quality control.</p> <p><b>Ability to:</b> Read and write English at a level required for successful job performance; perform heavy manual 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. Determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p>Interpersonal Skills: Work independently in a team setting.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Strength, good physical agility, and willingness to do heavy manual labor. Person appointed to this position must constantly lift, carry, push, pull, or otherwise move objects. This position involves walking or standing most of the time, but may involve sitting for brief periods of time.</p> <p style="text-align: center;"><b>GENERAL POST ORDER ADDENDUM</b></p> <p><b>General requirements:</b> Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• measures to ensure effective communication (see below); housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;</li> <li>• health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and</li> <li>• work rules that allow the inmate/patient to have a job consistent with his/her disabilities.</li> </ul> <p>Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.</p>

**Equally Effective Communication:** The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

**DECS:** The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

**Housing restrictions:** All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

**Prescribed Health Care Appliances (including dental appliances):** Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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