

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11374-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing	POSITION NUMBER (Agency - Unit - Class - Serial) 307-601-6220-002
UNIT NAME AND CITY LOCATED State Records Center – West Sacramento	CLASS TITLE Warehouse Worker
WORKING DAYS AND WORKING HOURS Monday through Friday 6:00 a.m. to 2:30 p.m.	SPECIFIC LOCATION ASSIGNED TO 3240 Industrial Blvd., West Sacramento, CA 95691
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 307-601-6220-002

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.

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

Under direct supervision of the Material and Stores Supervisor, the Warehouse Worker performs various functions associated with records storage, retrieval, re-file, and document destruction services.

% 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. (Use additional sheet if necessary)

The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Service (DGS), Office of State Publishing Operations Manual, policies and procedures and in accordance with State Record Center (SRC) written policies and procedures.

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

SPECIAL REQUIREMENTMedical Evaluation

This position requires Medical Evaluation clearance.

Background Evaluation

This position requires Background Investigation clearance.

ESSENTIAL FUNCTIONS

25%

Retrieve agency record requests in accordance with the State Records Center (SRC) procedures:

- Locate and retrieve agency records from appropriate locations, specified on STD 76 Records Request forms, by lifting and removing boxes and/or individual files from warehouse storage racks; may require climbing metal ladders to reach stacks up to 14 feet in height or using the wire guided lift for records stored above 14 feet.
- Sort and pull up boxes of stored records.
- Compile retrieval documents and submit STD 76 forms to SRC office personnel after retrieval task has been completed.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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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	<p>Essential Functions (continued)</p> <p>25% Re-file records returned from state agencies as required using SRC procedures:</p> <ul style="list-style-type: none"> • Return boxes or individual files to appropriate location, specified on STD 76 form, using the Boone system process. • Move and re-file records to warehouse storage racks; may require climbing metal ladders to reach stacks up to 14 feet in height or using the wire guided lift for records stored above 14 feet. • Return STD forms 76 to office personnel after completing the re-filing task. <p>20% Disposal of agency records stored at SRC facilities that are flagged for destruction by the records retention tracking system following SRC facility procedures:</p> <ul style="list-style-type: none"> • Utilize Authorization for Records Destruction forms. • Disposal of records that have been flagged for destruction includes lifting and removing boxes and/or individual files from warehouse storage racks; may require climbing metal ladders to reach stacks up to 14 feet in height or using the wire guided lift for records stored above 14 feet. • Palletize boxes of records removed from storage and stage for destruction process using manual or powered material handling equipment. • Return Authorization for Records Destruction forms to office personnel after completing disposal task. <p>20% Accession of new agency records to assigned warehouse storage rack location following SRC procedure:</p> <ul style="list-style-type: none"> • Use STD 71 Transfer List form to determine assigned box locations. • Move palletized boxes near the assigned location using powered or manual material handling equipment. • Accession of new records includes lifting and moving boxes to assigned warehouse storage racks locations; may require climbing metal ladders to reach stacks up to 14 feet in height or using the wire guided lift for records stored above 14 feet. • Return STD 71 forms to office personnel after completing accessions task. <p>MARGINAL FUNCTIONS</p> <p>10% Transfer agency records between SRC facilities located at 3240 industrial Blvd and 1501 Cebrian Street.</p> <ul style="list-style-type: none"> • Load and unload cargo vehicles with palletized or individual boxes of records. • Use powered and manual material handling equipment. • Operate cargo vehicles in a safe manner obeying all traffic laws. <p>Perform general clean-up of work area to provide a safe work environment, in accordance with the SRC facility safety policies, including:</p> <ul style="list-style-type: none"> • Sweep floors with push broom. • Break down cardboard storage boxes; dispose of wrapper debris and cardboard into "PRIDE" recycle bins. • Attend safety meetings. <p>Process agency confidential records destruction following SRC operating policies and procedures:</p> <ul style="list-style-type: none"> • Unpack records received by way of common carriers, messenger or other methods of delivery. • Pull down records for destruction from the racking system at SRC. • Sort records into bins based on paper grade for destruction processing. <p>Perform receiving functions for incoming records sent for storage or destruction purposes following OSP and SRC procedures:</p> <ul style="list-style-type: none"> • Verify the accuracy of incoming boxes, and prepare the appropriate paperwork to be submitted to the front office for further processing. <p>Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period workloads.</p>

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Methods, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift trucks and other types of materials handling equipment, methods of taking inventories and maintaining simple inventory records.</p> <p>Skill in: Operation of powered materials handling equipment.</p> <p>Ability to: Read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; follow instructions.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas. <p>REQUIRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Maintain a valid class "C" license and expected to drive equipment safely. • Equivalent to graduation from high school. <p>DESIRABLE QUALIFICATIONS</p> <p>Knowledge of common tools:</p> <ul style="list-style-type: none"> • Retractable blade cutters, gloves, staplers, paper forms for documentation. • Equipment (forklifts, dollies) and work aids (ladder stands, wire guided lift, tubular carts, hand trucks, personnel ladder carts and sorting bins) used in warehousing and supply handling operations. • Calculator to perform basic arithmetic calculations at a level appropriate to the job. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Communicate effectively with all levels of staff. • Interpersonal Skill. • Follow oral and written directions; understand directions on the job tickets. • Work well with others. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Learn and perform warehousing and supply work. • Flexibility to perform a variety of tasks as assigned; willingness and ability to accept responsibility. • Develop and maintain good work habits, punctuality and dependability. • Arrive to work on time and is fully accountable for working a full eight-hour shift. • Demonstrating self-improvement. • Be open-minded and flexible to other ideas and solutions, be tactful. • Appropriate dress according to the warehouse environment. <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Physical strength, stamina and interest in performing heavy physical labor quickly and efficiently. • 8-hour work shifts walking and standing on concrete floors. • Ability to climb 14-foot metal ladder stands and move dollies and carts containing full boxes. • Exert up to 50 pounds of force frequently and carry boxes for a distance of up to 20 feet (manual and electric equipment to assist with heavier items are available for use). • Ability to physically bend, stooping, stretches and turns. • Operate electrical powered lifts following manufacturer operating instructions or on-site training. • Perform repetitive tasks continually (sorting, filing, loading) for up to two hours. • Exposure to extreme temperature changes (hot, cold, humid, etc.) indoors and outdoors.

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	<p>Mental Abilities:</p> <ul style="list-style-type: none">• Handle stress, and deadlines on shipments. <p>Safety:</p> <p>Follow all OSP safety rules and procedures. Promote safe work practices and a safe working environment for all employees.</p> <ul style="list-style-type: none">• Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation• Do not attempt to operate equipment, use tools, materials until the associated safety hazards and methods to protect yourself have been explained to you.• Never alter or modify original tools or equipment.• Make sure you know how to properly use and take care of any required protective equipment and use your equipment when it is required.• Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all time.• If you see a safety hazard inform your co-workers and notify your supervisor immediately; "close calls" or "near misses" are accidents that almost injure someone including you.