

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-

11785-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing	POSITION NUMBER (Agency - Unit - Class - Serial) 307-601-1500-002
UNIT NAME AND CITY LOCATED State Records and Document Destruction Center – West Sacramento	CLASS TITLE Warehouse Manager II
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) 307-601-1500-002

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 the general direction of the Program Manager, Printing Services, the incumbent at the second level of full supervision will manage the State Records Center (SRC), the Document Destruction Center (DDC) and the Vital Records Storage Program.

% 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)

30%	<p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP), the State Records Management Act, Government Code (GC) 14767 located at two (2) West Sacramento locations with records storage and service capacity of 656,000 cubic feet and 400,000 cubic feet of semi-active and inactive records respectively; including the Document Destruction Center that provides confidential document destruction and recycling services; and the off-site Vital Records Storage Program that stores vital agency records that are used in an emergency situation. The incumbent will utilize the above listed guidelines in accordance with management and supervisory policies and procedures.</p> <p>SPECIAL REQUIREMENT <u>Medical Evaluation</u> This position requires Medical Evaluation clearance. <u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p>ESSENTIAL FUNCTIONS In order to provide State agencies proper retention and disposal of State records, manages the SRC and DDC through subordinate supervisors in accordance with the California Integrated Waste Management Board that has statutory authority for recycling, GC, the State Administrative Manual (SAM):</p> <ul style="list-style-type: none"> Provide current equipment by drafting contracts and purchase requisitions for goods and services essential to the daily operations of the SRC and DDC and vital records vault.
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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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25%	<ul style="list-style-type: none"> • Approve purchases and review monthly CalCard statement and receipts to ensure proper purchasing practices are followed in accordance with CalCard, Office of Fiscal Service procedures, and the SAM manual. • Manage the off-site Vital Records Program to ensure timely transfer and disposal of essential records as specified in SRC policies and procedures. • Maintain computerized inventory records of the SRC holdings and SRC Quarterly Authorization for Destruction printout using Access and SRC Billing application. • Confer verbally by telephone, e-mail or written memorandum with agency records management coordinators to resolve problems related to records storage and destruction, dissatisfied customers, problem agency billing codes, missing boxes or material, or missing transfer lists. • Assist state agencies by using the proper disposition of confidential records in accordance with SRC and state records management policies and procedures for disposal of their records. • Coordinate through SRC Quarterly Authorization for Destruction printout and STD Form 71, Records Transfer List(s) with the State Archivist to insure preservation of records of historical value. <p>In order to manage the records storage and documents destruction operation, develop standards procedures and techniques according to the SAM manual:</p> <ul style="list-style-type: none"> • Interpret and apply statutory provisions, including updating internal process manuals concerning records storage, destruction, and security on all matters that govern records services. • Analyze the programs and unique situations that impact the SRC or DDC ability to provide records services and disposals using the State's "Issue Paper" methodology. • Present and propose procedures for records accession, protection, service and destruction to upper management, either verbally, by e-mail, memorandum or by "Issue Paper" method, etc. • Insure security and confidentiality of all records received for storage and/or destruction using SRC policies and procedures to prevent loss or unauthorized disclosure. • Prepare monthly activity reports of SRC and DDC operations and services for the Program Manager, Printing Services, through the use of Microsoft Excel, Word, Access, and SRC Billing application. • Coordinate contracts for SRC and Vital Records Vault services and prepare requests for bid documents, maintenance agreements, and relevant document for other SRC operational needs by following the required procedures. • Prepare production, inventory and other statistical reports and graphs by utilizing personal computer systems and programs for analysis of workload, usage of the facility by customers, or space availability. • Improve the SRC service capability by reviewing processes, procedures, coordinating studies of the SRC and updating the equipment, computer programs and/or setup.
10%	<p>In order to promote and enhance the SRC and DCC services and capabilities in accordance with DGS policies:</p> <ul style="list-style-type: none"> • Interview, consult, and advise the state agency customers verbally and by written presentation using market surveys, flow charts, and graphics to show state agency representatives on potential dollar savings maximizing the use of available services and products. • Communicate timely information to state agency customers through e-mail, fax, phone, web, memorandum and regular mail on new or changes in SRC or DDC policies and practices. • Conduct special tours on the operation and procedures of the SRC and DDC for state agencies, vendors, or other interested parties with emphasis on the exchange of ideas, and the assurance of good customer relationships. • Assist Program Manager by relying on experience to develop and distribute SRC and DDC fact sheets, brochures, and posters that advertise the services, capabilities, location and operating hours of the SRC and DDC to state agency customers.
10%	<p>In order to maintain a safe working environment; conduct daily inspections of the SRC and DDC according to California Occupational Safety and Health Administration (CalOSHA), DGS and the State Fire Marshal guidelines:</p> <ul style="list-style-type: none"> • Perform two daily safeties, fire and other hazards inspections by walking through the Industrial Operations to ensure compliance with aforementioned guidelines. • Perform weekly safety, fire and other hazards inspections by walking through the Cebrian operations

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10%	<p>to ensure compliance with aforementioned guidelines.</p> <ul style="list-style-type: none"> • Through the SRC Safety Coordinator, conduct tests by engaging alarm and sprinkler system to ensure effective 24-hour security and protection of the SRC and DDC. • Coordinate with Facility Management Division (FMD) on industrial operations building safety issues, etc., to contact facility owner and with private supplier for minor building maintenance and safety matters. <p>In order to provide effective guidance and supervision to staff and subordinate supervisors in accordance with DGS policies, procedures and processes for records storage and document destruction operations:</p> <ul style="list-style-type: none"> • Verbally and in writing communicate program goals and objectives. • Establish expectations to staff and subordinate supervisors through monthly general staff meetings and biweekly management staff meetings, or other written communiqué. • Assign workload and provide complete instructions on assignments and tasks through e-mail, written memorandum, general staff meetings and management meetings. • Assign trainers to provide on-the-job training to newly assigned staff on job requirements, methods, priorities, deadlines and schedules formal training necessary to perform tasks effectively. • Review daily count on a weekly basis to monitor the quality and quantity of work performed and records in order to evaluate progress towards successful completion of probationary period and annual Individual Development Plans (IDPs).
10%	<p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time through the use of the Project Accounting and Leave (PAL) system in accordance with DGS policies and guidelines, Memorandum of Understanding (MOU) provisions, the State Personnel Board and California Department of Human Resources (CALHR) laws and rules:</p> <ul style="list-style-type: none"> • Grant or deny subordinate staff requests for time off or requests to work overtime. • Ensure subordinate staff has sufficient leave credits available for the leave requested by checking leave balances. • Approve PAL entries for subordinate staff on dock or AWOL on or before the designated SCO monthly payroll cut-off date to ensure the correct issuance of a SCO warrant on payday. • Approve or disapprove PAL entries for subordinate staff within three working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock and/or issuance of correct overtime pay due to an employee.
5%	<p>MARGINAL FUNCTIONS</p> <p>Be available for non-working hours security calls when required; available to close the facility; answer phone calls and assist walk-ins as needed.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of:</p> <p>Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; inventory and quality control.</p> <ul style="list-style-type: none"> - Operation of motorized material handling equipment; department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet the equal employment opportunity objectives. - Warehouse management principles and procedures; methods of packing and shipping a wide variety of commodities; inventory control and statistical forecasting techniques; work standards development; cost-centered warehousing techniques; proper methods of storing supplies requiring both normal and special storekeeping practices; principles of personnel management and supervision; principles of governmental budgeting. <p>Ability to:</p> <p>Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based</p>

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	<p>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.</p> <ul style="list-style-type: none"> - Determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications; supervise the work of a group of assistants; effectively contribute to the department's equal opportunity objectives. - Plan and direct the work of others; meet and deal effectively with those contacted in the course of business; develop a storekeeping activity budget; estimate possible future demands of various supplies based upon past needs. <p>ADDITIONAL DESIRABLE QUALIFICATIONS Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.</p> <p>DESIRABLE QUALIFICATIONS Special Personal Characteristics</p> <ul style="list-style-type: none"> • Ability and the knowledge to conduct facility inspections. • Proficient with basic computer applications, i.e., Microsoft Word, e-mail, Excel, PAL Logic and the Internet. • Work overtime as needed to meet work commitments. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Communicate orally and in writing in a clear concise manner with OSP management, employees, representatives from all levels of state government and the public. • Communicate confidently and courteously by being responsive and using tact. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES Work Expectations:</p> <ul style="list-style-type: none"> • Manage a variety of complex programs while balancing the needs of internal and external customers. • Fast paced environment subject to many schedule changes and short notice activity. • Demonstrated reliability in attendance. • The ability to reason logically and creatively. • Independently make sound rational judgments and decisions. • Be open-minded, tactful and flexible to other ideas and solutions. • Use a personal computer and office machinery (fax, copier, etc.). • Appropriate dress for an office environment. • Work hours may be various with shift work, weekends, evenings and holidays. <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Frequent use of a computer at a work station. • Ability to tour the facility by walking and standing on concrete floor. • Ability to climb ladders, stoops and bend. • Exert up to 35 pounds of force occasionally to move boxes or objects. • Work in a noisy, dusty industrial warehouse area that may be subject to fumes and odor due to forklifts and diesel trucks. <p>Mental Abilities:</p> <ul style="list-style-type: none"> • Ability to effectively handle stress and meet tight deadlines. <p>Safety: Follow all safety rules and procedures: Promote safe work practices by all employees. Promote a safe working environment for all employees.</p> <ul style="list-style-type: none"> • Ensure that safety rules and regulations are established and enforced. • Ensure that staff is in compliance and follows HAZ/Mat/VOLATILE Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.