

**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-

**11986-OSP**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of State Publishing	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -
<b>UNIT NAME AND CITY LOCATED</b> Warehouse – Sacramento - Days	<b>CLASS TITLE</b> Materials and Stores Supervisor
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 7:00 a.m. to 4:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 344 North 7 <sup>th</sup> Street, Sacramento, CA 95811
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 307-800-1503-002

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 supervision of the Warehouse Manager II, the Materials and Stores Supervisor will supervise the receipt and storage of a volume of varied supplies requiring complex storage practices in the Office of State Publishing's warehouse. This position is responsible for a group of employees performing, receipt and storage, warehousing duties.

**% 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>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 Service (DGS), Office of State Publishing (OSP) policy, procedures and guidelines; OSP Warehousing Operations Manual, policy and procedures and the following directives: State Personnel Board, Department of Personnel Administration, Collective Bargaining contracts and Memo of Understanding (MOU) provisions.</p> <p><b>SPECIAL REQUIREMENT</b> <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p><b>ESSENTIAL FUNCTIONS</b> In order to direct and supervise warehouse workers in the receipt of a large volume of varied supplies, i.e., roll paper, sheet paper, ink, glue and related printing materials following OSP procedures and industry standards:</p> <ul style="list-style-type: none"> <li>• Direct a staff performing the duties connected with the storage of materials in the warehouse and storeroom.</li> <li>• Determine the proper location and storage methods to be used.</li> <li>• Resolve problems with bills of lading, stock receipts and quantity orders.</li> <li>• Oversee consolidated freight shipments and ensure regulations are followed.</li> <li>• Research and resolve problems relating to freight shipments, and freight claim procedures.</li> <li>• Complete, in a timely manner, all required receipt, or claim procedure forms.</li> <li>• Strive to maintain and up-hold quality control levels.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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 in absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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	<p><b>Essential Functions (Continued)</b></p>
20%	<p>In order to process and conduct the monthly physical inventory of stock on hand following the OSP system:</p> <ul style="list-style-type: none"> <li>• Determine the procedures to be followed to ensure proper handling and maintenance of inventory.</li> <li>• Supervise the actual count and post inventory resolution.</li> <li>• Resolve discrepancies or problems between physical inventory and system inventory.</li> <li>• Monitor the salvage and recycle operation.</li> </ul>
15%	<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 or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting &amp; Leave (PAL) system, Memorandum of Understanding (MOU) provisions and the State Personnel Board or Department of Personnel Administration laws and rules in accordance with DGS policies and guidelines:</p> <ul style="list-style-type: none"> <li>• Grant or deny subordinate staff requests for time-off or requests to work overtime.</li> <li>• Ensure subordinate staff has sufficient leave credits available for the leave requested.</li> <li>• Enter subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), absence without leave (AWOL), etc.</li> <li>• Approve PAL entries for subordinate staff on dock or AWOL on or before the designated SCO semi-monthly or monthly payroll cut-off date to ensure the correct issuance of a SCO warrant on pay day.</li> <li>• 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, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.</li> </ul>
10%	<p>In order to assure paper waste is properly processed to be recycled based on the types of grades of paper according to the recycling industry standards for OSP to dispose of by utilizing a forklift to collect the smaller recycling bins throughout the staging areas of the Pressroom and Bindery production units into the appropriate assigned 40 yard recycling bins in accordance with OSP's policies and procedures:</p> <ul style="list-style-type: none"> <li>• Collect full bins and replace empty bins frequently throughout the shift from the Pressroom and Bindery production units at each staging location as well as check for any full/empty bins that are located in the Baler staging area in order to dump into the designated 40 yard recycling bins which are housed in the Northwest shipping/receiving lot.</li> <li>• Identify grade of paper for proper disposal into appropriate recycling bins located in the Baler staging area and prepare to dump into the 40 yard recycling bins located in the Northwest section of the shipping/receiving location.</li> </ul>
10%	<p>In order to maintain a proper and safe working environment while preparing the paper shredder and dust collector for safe and uninterrupted run time of the Baling equipment following OSP procedures and equipment safety standards:</p> <ul style="list-style-type: none"> <li>• Follow all safety rules and guidelines specified in the Safety Operations Manual for proper use of the baling equipment.</li> <li>• Troubleshoot or correct minor machinery malfunctions.</li> <li>• Ensure the cyclones are not clogged and unclog if necessary utilizing a man lift if needed.</li> <li>• Tie off the bales with the wire ties upon completion of a full load.</li> <li>• Place processed bale-stock in the warehouse staging area using a forklift.</li> <li>• Load processed bales of recycled paper trimmings/waste into a truck trailer or enclosed container using a forklift.</li> <li>• Replenish, as needed, baling wire into the machine to ensure proper tying is secured.</li> <li>• Complete Bill of Lading (Std. 254) paper work for final processing.</li> </ul>

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5%	<p><b>Essential Functions (Continued)</b></p> <p>In order to review all the supply information coming in to receiving and the items being issued to the plant for a particular job following OSP standard procedures:</p> <ul style="list-style-type: none"> <li>• Check supplies when received and before they are accepted using the appropriate computer programs to assure that the in-coming supplies are being delivered to the correct facility.</li> <li>• Provide inventory resolution (monthly/yearly).</li> </ul>
5%	<p>In order to ensure that production floor requests for issues are filled correctly and delivered to the production area in the required time frame following OSP policy:</p> <ul style="list-style-type: none"> <li>• Input program information to maintain all records and control of rejected materials.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Assume the duties of the Shipping and Storage Supervisor or the Warehouse Manager I in their absence following the OSP procedures:</p> <ul style="list-style-type: none"> <li>• Train employees on the safe and proper operation of forklift and clamp trucks.</li> <li>• Attend safety meetings.</li> <li>• Complete a written report, and follow-up on all warehouse accidents.</li> <li>• Notify supervisor of any out-of-the-ordinary conditions that exist and will require immediate action.</li> </ul>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b></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. 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 process available to meet equal employment opportunity objectives.</p> <p><b>Ability to:</b></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 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; supervise the work of a group of assistants; effectively contribute to the department's equal employment opportunity objectives.</p>
	<p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Strength, good physical agility, and willingness to do heavy manual labor.</li> </ul>
	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.</li> <li>• May require overtime, and the ability to work weekends and holidays.</li> <li>• Maintain a valid class "C" license and be expected to drive vehicles safely.</li> </ul>
	<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear, concise manner (orally and in writing) with all levels of staff, internal as well as the private sector.</li> <li>• Be responsive and use tact.</li> </ul>

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><b>Work Expectations:</b></p> <ul style="list-style-type: none"> <li>• The ability to reason logically and creatively.</li> <li>• Ability to multi-task; work environment subject to schedule changes and short notice activity.</li> <li>• Use a personal computer and various software programs such as United Parcel Service, Golden State Overnight, Print-2 Logic system for shipping needs, PAL and Word.</li> <li>• Be open-minded and flexible to other ideas and solutions.</li> <li>• Maintain good work habits, dependability and punctuality.</li> <li>• Arrive to work on time and is fully accountable for working a full shift.</li> <li>• Appropriate dress for warehouse environment.</li> </ul> <p><b>Physical Abilities:</b></p> <ul style="list-style-type: none"> <li>• Able to operate manual and motorized equipment such as fork lifts, pallet jacks, hand trucks.</li> <li>• Stand/bend, stooping while performing the duties.</li> <li>• Move objects properly using proper lifting techniques.</li> <li>• Exert up to 50 pounds of force frequently to move boxes (manual and electric equipment to assist with heavier items is available for use).</li> <li>• Work in a noisy, dusty industrial warehouse area that may be subject to odor due to forklifts and diesel trucks.</li> <li>• Exposure to extreme temperature changes (hot, cold, humid, etc.) indoors and outdoors.</li> <li>• Able to push, pull loads weighing up to 2,500 pounds with <i>manual equipment</i>.</li> </ul> <p><b>Mental Abilities:</b></p> <ul style="list-style-type: none"> <li>• Work under pressure to meet tight deadlines.</li> <li>• The ability to effectively handle stress.</li> </ul> <p><b>Safety:</b> Follow all safety rules and procedures:</p> <ul style="list-style-type: none"> <li>• Promote safe work practices by all employees.</li> <li>• Promote a safe working environment for all employees.</li> <li>• Ensure that staff is in compliance and follow HAZ/MAT/VOLATILE Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.</li> </ul>