

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-

011988-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Printing	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Fulfillment Services, WIC - Sacramento	CLASS TITLE Warehouse Worker
WORKING DAYS AND WORKING HOURS Monday through Friday 7:30 a.m. to 4:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 344 No. 7 th Street, Sacramento, CA 95811
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 307-503-6220-003

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 supervision of the Materials & Stores Supervisor, the incumbent will perform all warehouse duties: receiving, unpacking, storing, monitoring inventory levels, shipping, and providing customer service as needed for the Department of Public Health – Women, Infants and Children Program and other customers to support all warehousing functions.

% 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)
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35%	<p>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.</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) Operations Manual, policies and procedure.</p> <p>SPECIAL REQUIREMENT <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Provides quality service of printed and publishing materials to our customers and meet timely deadlines while following all safety practices and warehouse industry standards:</p> <ul style="list-style-type: none"> Operate warehouse equipment such as a forklift, manual and electric pallet jacks and hand carts. Create shipping labels with job, agency, amount of order and number of cartons by using software authorized by a small parcel service provider such as Golden State Overnight (GSO) and to the OSP operating system. Prepare multiple shipments based on job ticket as to where and how many to deliver. Ship various types of printed material: forms, books and pamphlets using a state vehicle, common carriers (freight trucks) and small parcel service providers such as GSO, etc. Apply a working knowledge of applicable laws and regulations to ensure proper size, weight limitations and safe operation of equipment are maintained when using forklifts and pallets. Stack printed material on various specified pallets by hand and/or the use of a forklift. Secure printed material on pallets by strapping and wrapping using a strapping machine and stretch wrap machine.
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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
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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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35%	<p>Essential Functions (continued)</p> <ul style="list-style-type: none"> • Assure that outgoing printed material is packed, sealed and secured properly on a pallet to eliminate shipping damage. • Prepare printed material for delivery in town and out of town by completing necessary forms for proper shipping. <p>Completes all necessary forms and appropriate documentation for proper shipping distribution based on order processing packing lists, written instructions from the customer and/or the job ticket information according to the following OSP procedures:</p> <ul style="list-style-type: none"> • Read and follow written instructions carefully to ensure delivery of printed material. • Prepare shipment orders based on schedule of work to be performed, or by priority, in reading the job ticket and fulfilling customer needs. • Pull samples of the printed material and file with the job ticket for the Customer Service Representative. • Report any discrepancies in quantity and/or delivery by addressing the supervisor to ensure that the amount and delivery location are correct. • Pull quantities of samples or requests based on customer needs and deliver to the Bindery-Mass Mail Section for mailing to Library Distribution Act mail list. • Complete all standard forms such as: Delivery receipt, Bill of Lading and packing slips. • Assure that all forms have actual weight and legible information by verifying all information on the job ticket and the printed material. • Prepare for shipment and delivery of unfinished printed material for completion or partial completion by vend out and farm out to a private source when OSP cannot fulfill customer's deadline. • Input data into the computerized parcel shipping system. • Input the Bill of Lading data into the Print 2-Logic System for Accounting and the Warehouse this information is required for proper billing.
15%	<p>Maintains accurate records of shipping instructions according to customer job ticket following OSP policy and procedures:</p> <ul style="list-style-type: none"> • Complete all shipping forms on a computer using Print 2-Logic system. • Calculate the weight and/or piece counts accurately using a calculator and OSP's operating system. • Maintain files on Bill of Lading records. • File completed work in a designated area to allow for customers to re-order.
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"> • 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. • 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.
5%	<p>MARGINAL FUNCTIONS</p> <p>Maintains organization of the warehouse facility by keeping pallets, inventory items and all equipment orderly, neat and clean. Also perform light housekeeping duties such as sweeping and dusting within the work area following OSP requirements.</p> <p>Overtime maybe 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>ADDITIONAL DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Equivalent to graduation from high school. <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Knowledge of methods and practices used in shipping supplies and completion of forms. • Knowledge of proper handling of powered equipment and a variety of warehouse related materials. • Driver maintains a valid class "C" license and expected to drive vehicles safely. • May require overtime as needed. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Communicate effectively with all levels of staff. • Ability to work well with a team. • Ability to take and follow direction from supervisors, and follow work rules. • Follow and understand all directions on job tickets. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Ability to keep required job schedule and to focus attention on details. • Ability to take inventory and keep accurate records. • Maintain good work habits, dependability and punctuality. • Arrive to work on time and is fully accountable for working a full shift. • Use a personal computer and software of a small parcel service provider such as Golden State Overnight and Print 2- Logic system for shipping needs. • Be open-minded and flexible to other ideas and solutions and be tactful. • Ability to work weekends and holidays. <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Operate manual/electric equipment such as forklifts, pallet jacks etc. • Exposure to extreme temperature changes (hot, cold, humid, etc.) indoors and outdoors. • Standing/bending for extended periods of time. • Lift properly using proper lifting techniques. • Exert up to 50 pounds of force frequently to lift/move boxes. (Manual and electric equipment to assist with heavier items are available for use.) • Work in a noisy, dusty industrial warehouse area that may be subject to odor due to forklifts and diesel trucks. <p>Mental Abilities:</p> <ul style="list-style-type: none"> • Ability to handle stress and appropriately meet all warehouse deadlines, including shipping, receiving, customer requests, etc.

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	<p>Mental Abilities (continued):</p> <ul style="list-style-type: none"> • Ability to handle stress and appropriately meet all warehouse deadlines, including shipping, receiving, customer requests, etc. <p>Safety: Observe and practice all safety rules and procedures established by CAL-OSHA: Promote safe work practices by all employees. Report any accident or situation to supervisor immediately.</p> <ul style="list-style-type: none"> • Do not attempt to operate equipment, use a tool or materials until you have been trained and authorized. • Do not perform a new task 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. Make sure you use your equipment when it is required. • Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times. • Notify supervisor immediately of any safety hazards or safety situation and inform co-workers as needed. • "Close calls" or "near misses" will be reported as they are accidents that almost injure someone including you.