STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/18/13

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Corrections

Facility: Distribution Services

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Supply Specialist 2
b. Classification No: C0759
c. Effective Date: July 1, 1999
d. Position No: 9900307
e. Working Title: Supply Specialist - Warehouse/Commissary
f. Agency No: 29100
g. Section Title: Distribution Services
h. Employee Name: Vacant
i. Work Location (City – County): Salem – Marion (OSP Canteen)
j. Supervisor Name (optional): Gene Brabb – DRCI/OSP Commissary Manager
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Department's biennial budget includes $814,782,009 General Fund, $27,887,655 Other Funds, and 121,829,812 Federal Funds. Institutions Division provides centralized support to all levels of the Department through its Distribution Services, Budget, New Construction, Facilities Services, and Community Development Sections.

Distribution Services provides a wide variety of assistance to all levels of the Department through TAG, AFAMIS Support, Property Control, Central Distribution Center with out-stationed warehouses at SRCI, TRCI, CCCF and DRCI, and Commissary operations at the EOCI, OSP, NWC, TRCI, SRCI, and DRCI.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff to inmate and staff to staff role modeling, particularly the directing and shaping of pro social behavior. Our job is to move inmates from anti-social to pro-social behavior thus releasing citizens who contribute to society. Interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Relationships and respect are built through repeated experiences and each employee is expected to model pro social behavior to support positive change in offenders by actively supporting the Oregon accountability model through their day-to-day interactions with offenders and staff alike.

The position exists within Distribution Services Distribution Center, North Warehouse Commissary or outstation Warehouses (SRCI, TRCI, DRCI and CCCF) or Commissaries (SRCI, TRCI, EOCI, DRCI and OSP) and is an essential function within the overall requirements of the Department's distribution and warehouse/commissary operations. The purpose of this program is to comply with directives relevant to the health and welfare of the inmate population and support the operational needs of the institutions and other functional units within the Department. Additionally, providing commissary services to inmates housed within all adult correctional facilities operated by the Department. The Commissary serves a critical role in supporting the Department's mission, by providing inmates access to products and services, which serve as a privilege incentive for pro-social behavior to facilitate the orderly and safe operation of prisons and encourage participation in correctional programming. Provides custody, control, supervision, and training for inmates assigned to the Commissary/Warehouse. This is a P&F (Police & Fire) position.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Oversee and coordinate warehouse/commissary daily supply and inventory control functions.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
60%	NC	E	Participates with Distribution Services managers in the ordering, receipt, record-keeping, storage, inventory accountability, issuance and sale of a wide variety of food, clothing, sanitation supplies, maintenance supplies, and miscellaneous supplies and equipment as required/allowed by the Department of Correction operations. Conduct computerized and physical inventories to ensure accountability and promote efficiencies within the distribution system. The main focus of this position is to perform journey level warehouse/commissary tasks, responsibilities and decision-making through the application of the agency's computerized accounting and inventory control systems – AFAMIS (Automated Financial Accounting Manufacturing Inventory System) and TAG (Commissary Sales and Inventory and Inmate Trust System). Must be functional in all duties, Warehouse and Commissary, in order to fill in for Supply Specialist II positions as assigned. Receive, request, store, ship and record inventory at the Central Distribution Center or outstation warehouse/commissary. Assigns work to inmates such as pulling supplies off shelves to fill institutions requests and inmate orders; loading pallets and trucks, and cleaning storage areas. Monitors and analyzes computerized and physical inventories to ensure the supply of forms, supplies, equipment, and property are at established stocking levels, reorders when supplies reach reorder points or below par levels. Determines space requirements for storage of incoming shipments of supplies, commissary items and equipment. Develops and applies procedures for assigned zone. Wraps, labels, weighs and records supplies for shipment and prepares bill of lading. Packages and prepares for shipment. Drives vehicle to pick up and deliver products. Answers questions from staff and customers regarding stock availability and purchasing procedures. Oversee inmate workers who fill individual commissary orders. Use optical scanner to enter each item into computer as inmate commissary orders are filled. Verifies accuracy by comparison with written order form. Uses computer system to verify inmate trust account balance is sufficient to pay cost of current commissary order. Approves or denies inmate commissary orders based on trust account balances and other criteria, such as incentive level and housing location. Oversee inmate workers to ensure each order is individually and accurately placed in bag or other container, sealed and printed invoice is attached. Delivers and distributes inmate orders inside the assigned institution Records all inventory in assigned area; establishes, maintains, and analyzes computerized inventory records; add new products to the inventory, records transfers and disposition of property/product; develops and applies computerized record keeping system(s) for assigned area; archives agency records and shreds and discards records when expiration date is passed; reviews inmate/clerical work to determine accuracy.

			Order and maintain adequate stock inventory levels for business and operation needs while maximizing turnover by forecasting future demands, reconciling orders to inventory, and solving multiple supply related issues within AFAMIS. Receive orders, noting any problems or damage, determine warehouse placement and submit received paperwork to Accounting or Central Trust for payment. Ensure stock is rotated and price changes completed when necessary. Contact freight companies or vendors with billing errors or shipment problems. Accurately fill orders, wrap, label and record product for shipping. Conduct scheduled cycle counts, year-end inventories and special counts to verify inventory accuracy. Incumbent will be assigned to the warehouse or commissary. Depending on the needs of the operation, incumbent may be responsible for one or more of the following tasks and/or commodities: Non-stock, frozen and dry food, apparel, inmate care, kitchen supplies, property control and commissary. Duties include the ordering, receiving, inspecting, storing, issuance, and rotation of all warehouse and commissary supplies and equipment at the designated Distribution Services location, assuring all shipments received are of correct quantities and are in compliance with Purchase Order specifications. Prepares receiving reports indicating accurate information pertaining to quantities received and damages or spoilage; including any irregularities of Purchase Order specifications. Reviews reports and documentation initiated by higher authority with appropriate actions as required in maintaining the goals and missions of the supply operations. Forwards all documentation copies to the appropriate functional unit Managers to confirm issues, receipts, problems, or special projects as they occur. Receives, reads and responds to staff and inmate communications related to orders. On a daily/weekly basis process and coordinate transactions using AFAMIS and TAG computerized inventory modules. Ensure timely receipt of information. Reviews and analyzes computer inventory reports to audit and verify accuracy of job site inventory records and stock balances and to reconcile orders to inventory. Depending on the location and operational needs of the business, incumbent will operate delivery trucks; deliver goods within and throughout the Institution. Incumbent will also recommend changes in delivery schedule as needed to meet requirements of the warehouse and the institution.
15%	NC	E	Perform requisitions assigned inventory; obtains authorized signatures on purchases, updates cost and price information on supplies; talks to vendors about billing errors and tracks down missing shipments by contacting vendors and freight and transport companies. Maintain regular communication with customers to determine product line needs, identify problems and arrange deliveries. Contacts made, outside immediate work area, will be made as needed to Agency Managers, vendors, freight companies, purchasing agents, accounting equipment operators, functional unit personnel, security staff or maintenance personnel. Maintains warehouse and commissary stock at levels that will not impede operations but assures adequate levels of supplies essential to the health and welfare of inmate population and notifies responsible person(s) if any deficiencies occur in these areas.
			Receives, reads and responds to written inmate communications related to commissary operations; authorizes return or replacement of merchandise and makes appropriate adjustments to inmate commissary orders to resolve routine issues, following written policy guidelines; refers unusual cases to supervisor; prepares proper documentation and receipts for payment from inmate trust accounts; coordinates with facility staff to ensure security and accountability of all commissary items prior to distribution.
10%	NC	E	Assist with the completion of daily, weekly, monthly and quarterly computerized and physical inventories of warehouse and commissary stock, assuring all items are physically counted and properly identified in AFAMIS in an accurate and uncompromising manner that satisfies audit and fiscal year-end requirements. Unscheduled inventories may be required if conditions warrant. Results of inventories will be reconciled within the AFAMIS or TAG module and promptly recorded into the system.
5%	NC	E	Maintains a clean and safe working environment of all warehouse and commissary facilities to prevent damage to stored commodities and injury to personnel. Possess physical ability to perform heavy lifting for short duration on a daily basis. Know how to safely operate equipment unique to a warehouse environment (fork lifts, pallet jacks,

			hand trucks, etc.). Perform other duties as required with position classification and description to include, but not encompass, special projects, meetings or trainings. Special precautions must be taken to prevent introduction of hazardous materials and non-related stock items into storage facilities and loss of storage space to non-related functions. Work requests will be submitted through the Supervisor to the Facilities Maintenance Supervisor for any needed repairs. The Facilities Maintenance Supervisor will assist in eliminating problems with rodent or insect infestation. Restricts access to warehouse storage areas in compliance with the Department of Corrections' procedure #27.
5%	NC	E	Ensures compliance of all safety issues and abides by all DOC safety rules and regulations. Performs other duties as required that are commensurate with position classification description, i.e., special projects meetings, and training. Report all safety violations and or accidents to the Supervisor. Promote and maintain sound security practices through regular inmate pat downs, frequent area searches, inmate counts, contraband interdiction, controlled area access and the utilization of key and tool control according to DOC Rules and Procedures. Have a sound working knowledge of inmate custody and supervision requirements and general knowledge of security infractions contained in the inmate handbook for the purpose of holding inmates accountable for their actions. Maintain control and awareness while transporting and overseeing inmates outside of a secure perimeter. Utilize sound practice in choosing and assigning inmate crews and tasks. Follow established Safety procedures and maintain a clean, safe work environment, especially pertinent to personal safety, facility upkeep and stock damage. Maintain hazardous material control per DOC policy and MSDS logs. Submit work orders immediately for facility repairs to the Maintenance Section.
5%	NC	E	Serve as backup in Warehouse/Commissary operations. Cross-train in all necessary Warehouse/Commissary functions to gain proficiencies and have the ability to perform those duties as needed and assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Requires physical ability to perform heavy lifting for short duration on daily basis, load and off-load supply shipments during inclement weather conditions, to work in -20 degree storage unit; operation of equipment unique to warehouse operations (fork lifts, pallet jacks, hand trucks, etc.), and subjected to hazards associated in accomplishment of assigned duties at the CDC, Institution Warehouses and Commissaries including control and custody of inmates. Security regulations require skills and knowledge of daily custody and supervision of inmates. Work of this position is reviewed by a Manager (see organization chart) by way of oral/written daily, weekly, and monthly reports relative to warehouse operations. Purpose of the review is to assure supply operations accomplish the objectives and goals as mandated by Department of Corrections' requirements for inmates assigned to the CDC and Commissary. Must maintain a general knowledge of security procedures and guidelines. Required reporting of all infractions of security regulations to immediate supervisor or security staff. Achieve maximum compliance in control and accountability of security keys and tools. Prevent the introduction of contraband that could be used by inmates as weapons or provide a means of escape from custody. Based on weekly schedule, transport inmates to and from the CDC and assigned institution.

- Performs daily frisk searches
- Performs routine/frequent area searches
- Maintains inventory tools/controlled items
- Routine custodial responsibility for a 2 to 35 inmate work crew.
- Performs/submits routine inmate counts.
- Oversee inmates outside of secure perimeter
- Some positions may require the transport of minimum custody inmates from and to institution and work site.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Statues, including 273, 278, 291, 293

- Department of Administrative Services Rules (including 15-010-01, 02, 03, 15-055-02, 15-055-03) and Policies (including 125-3, 125-4, 125-6, and 125-7-101)
- Oregon Accounting Manual 06-31-51
- AFAMIS / TAG computer system inventory / audit procedures and guidelines
- Department of Corrections Fixed Assets Policy #30.2.1 and Purchasing Rule # 164
- Institution Internal Security Policies and Procedures.
- Department of Corrections Canteen Operation Policy 40.2.3
- Warehouse Operations Policy 30.2.2

b. How are these guidelines used?

These guidelines serve as instruments in defining procedures and terms to be followed to conserve and protect state owned property acquired from expenditures of appropriated funds, or from other applicable sources; and outline reports required to satisfy Legislative mandates.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
Agency Managers	Phone/mail/person	Property and Inventory issues	Daily
Vendors	Phone/mail/person	Supply and Delivery issues	Daily
Freight Companies	Phone/mail/person	Delivery and Pick-up issues	Daily
Purchasing Agents	Phone/mail/person	Supply and Inventory Purchases	Daily
~~Truck Drivers~~	~~Phone/mail/person~~	~~Shipment of Inventory and Supplies~~	~~Daily~~
Functional Units	Phone/mail	Receipts/Issues/Balances	Daily
Security Staff	Phone/mail/person	Inmate Issues	Daily/As needed
Maintenance Personnel	Phone/Mail/Person	Work Order Requests	As Needed
Other State Agencies	Phone/Mail/Person	Supply and Delivery issues	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Plan, organize and direct an inmate work crew. Review and follow up on inmate job assignments.

~~Decisions are made regarding ordering of standardized and non-standard products; whether products meet the specification detailed on~~ the Purchase Orders and Contract Release Orders; if the product is a hazardous chemical or may jeopardize the security of the Institutions. If the item is expendable or non-expendable stock, and rotation of stored commodities. Based on review and analysis of computer inventory records, forecast future inventory demands and needs; establish stocking levels and reorder points for multiple number of supplies purchased, stored and distributed; resolve multi-faceted inventory issues as they arise within the warehouse/commissary operation. Daily decisions are made utilizing warehouse management skills and computer inventory analysis to prioritize the workload at the warehouse to minimize any conflict in achieving our customer service objectives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review

Work of this position is reviewed by a Manager (see organization chart) by way of oral/written daily, weekly, and monthly reports relative to warehouse and commissary operations. Purpose of the review is to assure supply operations accomplish the objectives and goals as mandated

by Department of Corrections' requirements.

		Oral/written	Daily/weekly Monthly/yearly	To assure objectives and goals are met.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? n/a

How many employees are supervised through a subordinate supervisor? n/a

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

Depending on assignment and location, may be requested to **voluntarily** obtain and maintain a CDL driver's license to ensure adequate staffing is always available to make certain all Institution deliveries that must be made with a truck that has a GVW rating of 26,000# or over are made. **Those who successfully obtain a CDL and are assigned will be compensated according to the collective bargaining agreement.**

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: N/A

Operating Area	Biennial Amount ($00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Appointing Authority Signature _____ Date _____