

EDITED KSAPC LISTING

CLASSIFICATION: MATERIALS AND STORES SUPERVISOR II, CF

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of warehousing methods and practices including the keeping of receiving, shipping and inventory records to ensure proper record keeping.
K2.	Basic knowledge of freight rates and classifications to ensure proper shipping of materials.
K3.	Comprehensive knowledge of Office of Procurement specifications to correctly provide adequate goods/services for the institution.
K4.	Comprehensive knowledge of regulations involved with consolidated freight shipments and freight claim procedures to ensure an accurate inventory and aid in the Goods Receipt Process.
K5.	Comprehensive knowledge of regulations involved with stock array systems to create a better flow of goods.
K6.	Advanced knowledge of operation of motorized material handling equipment to comply with proper safety procedures.
K7.	Advanced knowledge of inventory and quality control procedures to maintain effective accountability within the warehouse operation.
K8.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) programs and objectives to provide guidance to staff.
K9.	Basic knowledge of principles and practices of supervision in order to direct/train staff in daily operations of the warehouse.
K10.	Basic knowledge of procedures in procuring supplies and materials to ensure an uninterrupted flow.
K11.	Advanced knowledge of procedures in receiving and storing supplies and materials to ensure an uninterrupted flow.
K12.	Advanced knowledge of principles and practices of the distribution of materials within a correctional setting to maintain the health, safety and security of the institution.
K13.	Advanced knowledge of the preparation of written reports pertaining to food, inventory, supplies and inmates to maintain effective communication and accountability.
K14.	Advanced knowledge of special storage/handling requirements for certain supplies such as hazardous materials, hot items, and bulky items in order to maintain safety and security in the institution.
K15.	Advanced knowledge of safety and sanitation techniques in a warehouse operation to maintain a healthy and safe work environment.
K16.	Comprehensive knowledge of the Department's rules, regulations and policies to maintain the safety and security of the institution.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements	
Ability to:	
A1.	Ability to communicate effectively for successful job performance.
A2.	Ability to perform heavy physical labor to perform other duties as assigned.
A3.	Ability to estimate materials, supplies and equipment based on past/projected usage and needs to cover anticipated programs and organizational projections.
A4.	Ability to direct the work of others in order to ensure policies and procedures are followed.
A5.	Ability to maintain accurate records and prepare reports of work done to maintain inventory accountability.
A6.	Ability to analyze situations accurately and take effective action to maintain order.
A7.	Ability to safely operate forklifts and other types of motorized material handling equipment to maintain proper storage of inventory.
A8.	Ability to determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications
A9.	Ability to contribute to the Department's Equal Employment Opportunity program to effectively meet the goals and objectives of the Department.
A10.	Ability to assume the duties/responsibilities of the Warehouse Manager I/II and/or Prison Canteen Manager II to maintain and preserve the cohesiveness of the institution.
A11.	Ability to create and maintain a stable work environment to preserve order in a correctional setting.
A12.	Ability to anticipate and adapt to changes brought on by emergencies or unforeseen occurrences to meet the needs of the institution.
A13.	Ability to utilize a computer effectively to generate reports and other documents for successful job performance.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job.
PC2.	Expected to have and maintain tact in order to maintain effective communication.