

EDITED TASK LISTING

CLASSIFICATION: Property Controller I, Correctional Facility

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

Task Statements	
1.	Establish property accounts and records of property location for the facilities to promote uniformity/standardization in accordance with State Administrative Manual (SAM), Departmental Operations Manual (DOM), Youth Authority Manual (YAM), etc. utilizing Business Information System (BIS) and forms as needed.
2.	Maintain the property accounts and records of property location for the facilities to promote uniformity/standardization in accordance with SAM, DOM, YAM, etc. utilizing BIS and forms as needed.
3.	Perform accountability for receipt of state assets to identify and track within the facility using BIS in accordance with DOM and SAM as required.
4.	Perform recording of the receipts of new property to ensure proper marking of assets utilizing BIS in accordance to SAM and DOM as required.
5.	Perform marking/tagging to identify and establish accountability of state assets within the facility utilizing BIS, manual tracking system, etc. in accordance with SAM as needed.
6.	Release property to authorized units and individuals utilizing various forms (e.g., CDC 1719, Std. 115, etc.) to ensure accountability as required.
7.	Inform employees receiving property of their responsibility and liability for state properties utilizing DOM and DOM supplement to ensure safe and proper handling as directed per management.
8.	Inform employees of guidelines concerning the care and movement of equipment/property to maintain accountability utilizing various means of communication (e.g., email, memos, verbal discussions, etc.) in accordance with Departmental guidelines, SAM, DOM, and YAM, etc. as needed.
9.	Inform employees receiving property of their responsibility and liability for state properties utilizing DOM and DOM supplement to ensure safe and proper movement as directed per management.
10.	Receive and/or recommend requests for internal transfers of property assets utilizing various forms (e.g., CDC 1719, Std. 115, etc.) to ensure accurate property record keeping in accordance with DOM, YAM, and Departmental guidelines as required.
11.	Issue and/or handle the equipment/property to authorized locations utilizing various moving gear (e.g., dolly, carts, pallet jack, etc.) in accordance with Departmental guidelines.
12.	Schedule and/or coordinate a triennial physical inventory at the facility to maintain accountability and reconcile asset records utilizing the various reports (e.g., inventory forms, database listings, etc.) in accordance with SAM, DOM, and YAM as needed.
13.	Investigate discrepancies in inventories and reconcile property records to ensure accuracy utilizing BIS, DOM, and Departmental guidelines as needed.
14.	Prepare annual reports of property inventory to capture the cost of property by classification as required for the various entities (e.g., warden, accounting, etc.) to provide information utilizing BIS in accordance with Departmental guidelines as required.

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

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15.	Recommend repairs of equipment/property in order to maximize the use of equipment/property utilizing various methods (e.g., memos, service and expense order, etc.) in accordance with SAM, DOM, and YAM as needed.
16.	Determine proper disposition of equipment/property in order to survey equipment/property utilizing form Std. 152 in accordance with SAM, DOM, and YAM as needed.
17.	Prepare data to justify replacement or additional equipment in the equipment budget utilizing BIS to ensure institution's operational needs are met in accordance to Departmental guidelines as needed.
18.	Develop improvements in property accounting procedures utilizing various resources (e.g., BIS reports, Asset Management Unit (AMU) directives, etc.) to ensure accurate record keeping in accordance with departmental guidelines.
19.	Prepare vehicle registration documents to establish accurate ownership records for the facility utilizing various Department of Motor Vehicle (DMV) forms (e.g., registration, Notice of transfer and release of liability, etc.) to ensure proper registrations are in compliance with Department of General Services Office of Fleet Administration as required.
20.	Maintain vehicle registration documents to establish accurate ownership records for the facility utilizing various DMV forms (e.g., registration, pink slip, etc.) to ensure proper registrations are in compliance with Department of General Services Office of Fleet Administration as required.
21.	Establish items as stock on hand (e.g., furniture, office equipment, etc.) for issuance upon request utilizing the various request forms (e.g., Std. 115, memos, etc.) to maintain smooth operation in accordance with SAM and Departmental guidelines as needed.
22.	Maintain items as stock on hand (e.g., furniture, office equipment, etc.) to ensure operational needs are met utilizing state resources (e.g., AMU surplus warehouse, Prison Industry Authority, etc.) in accordance with SAM and Departmental guidelines as needed.
23.	Process requests for equipment/property from various staff utilizing stock on hand (e.g., fax machine, copier, etc.) to ensure appropriate items are maintained for an effective operation in accordance with Departmental guidelines as needed.
24.	Record the transfer (intra and inter) of equipment/property to various locations utilizing form Std. 158 to maintain accountability in accordance with SAM, DOM, YAM, and Departmental guidelines as required.
25.	Coordinate office moves within the facility utilizing resources (e.g., material handling equipment, vehicles, etc.) to ensure a smooth transition and minimize the loss of staff time as needed.
26.	Inspect and search inmates and premises for contraband such as weapons or illegal drugs to promote a safe and secure work environment in accordance with the California Code of Regulations (CCR) Title 115.

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27.	Train inmates in the method of tagging, storing, and housekeeping of equipment/property to ensure compliance with the Injury Illness Prevention Program (IIPP) utilizing hands on instruction and duty statements in accordance with the Inmate Work Training Incentive Program (IWTIP) as needed.
28.	Monitor the work of inmates in the method of tagging, storing, and housekeeping of equipment/property to ensure compliance with IIPP utilizing hands on instruction and duty statements in accordance with the IWTIP as needed.
29.	Direct the work of inmates in the method of tagging, storing, and housekeeping of equipment/property to ensure compliance with IIPP utilizing hands on instruction and duty statements in accordance with the IWTIP as needed.
30.	Supervise the work of inmates in the method of tagging, storing, and housekeeping of equipment/property to ensure compliance with IIPP utilizing hands on instruction and duty statements in accordance with the IWTIP as needed.
31.	Conduct mandatory tool control inventory to ensure accountability and prevent escapes of inmates utilizing tool inventory list in accordance with DOM as required.
32.	Prepare correspondence to communicate information to inmates and state agencies utilizing a personal computer, BIS, etc. on an as needed basis.