

# CALIFORNIA PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## PROMOTIONAL EXAMINATION for CALIFORNIA PRISON INDUSTRY AUTHORITY EMPLOYEES ONLY

### PRISON INDUSTRIES SUPERINTENDENT I (METAL PRODUCTS)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE PROMOTIONAL EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING PROMOTIONALLY, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT I (METAL PRODUCTS) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

**DIVISION:** OPERATIONS  
**LOCATION:** FOLSOM STATE PRISON  
**POSITION TITLE:** PRISON INDUSTRIES SUPERINTENDENT I  
(METAL PRODUCTS)  
**SALARY RANGE:** \$4308-\$5191  
**FINAL FILING DATE:** JANUARY 18, 2008

#### DUTIES/RESPONSIBILITIES

Under the direct supervision of the Prison Industries Superintendent II (Metal Products), the Prison Industries Superintendent I (Metal Products) is responsible for the operation of a factory which manufactures license plates; during compelling management needs the Prison Industries Superintendent I (Metal Products) can be called upon to manage the operation of either the metal products or metal signs factories that manufactures a wide variety of metal products such as, dorm and cell furniture, cabinets, lockers, shelving, beds, desks, metal signs, culinary equipment, and other metal products. In the performance of this responsibility, the Prison Industries Superintendent I (Metal Products) directly supervises five Industrial Supervisors and indirectly supervises up to 150 inmate workers. The Prison Industries Superintendent I (Metal Products) may be called upon to perform the duties and assume the responsibilities of the Prison Industries Superintendent II (Metal Products) in their absence.

#### MAJOR DUTIES OF THE POSITION INCLUDE

Through the use of the Enterprise Resources Planning (ERPLx), the incumbent plans and schedules labor, raw material acquisition, and equipment utilization for efficient, safe, and quality production; coordinates and supervises the safe operation of the factory facilities and equipment; utilizes Total Quality Methods to ensure the timely completion of orders; utilizes the open order reports to assign work orders through Shop Floor Control; seeks out and implements methods which improve production efficiency and product quality; initiates raw material, supplies, and approved equipment purchases; ensures vendor is in compliance with CALPIA specifications; assists in the development of new products; prepares Bills of Material and Labor Routings; reviews blueprints; supervises data entry into ERPLx; ensures compliance with the Tool Control/Key Control regulations and procedures; compiles tool control reports for the host institution; and participates in the institution's tool control meetings.

## **MINIMUM QUALIFICATIONS**

**Applicants must have a permanent civil service appointment with the California Prison Industry Authority (CALPIA) and meet the following minimum qualifications by the final filing date in order to participate in this examination:**

### **Either I**

One year of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication), in a California Prison Industry Authority metal enterprise or trade.

### **Or II**

Three years of production experience in a metal products enterprise or trade, at least one year of which shall have been in a supervising capacity.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** (with particular reference to metal products) (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management and supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:** (with particular reference to metal products) (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) read and write English at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **SCREENING CRITERIA**

1. Experience in planning, organizing, and supervising a metal products (license plate) enterprise.
2. Experience and knowledge in the implementation and maintenance of a safety program.
3. Experience and knowledge in production scheduling and inventory control.
4. Experience and knowledge in total quality methods.
5. Experience and knowledge in fabrication techniques and processes.
6. Experience and knowledge in using ERPLx and personal computers.
7. Experience in budget preparation and purchasing through the competitive bid process.

## **DESIRABLE QUALIFICATIONS**

1. Demonstrated knowledge and experience in shop floor control and labor posting using ERPLx.
2. Knowledge of metal fabrication equipment operation.
3. Ability to set up, repair, maintain, adjust, and operate metal fabrication equipment.
4. Ability to instruct and supervise subordinate staff and inmate workers.
5. Ability to maintain a firm, impartial, and consistent discipline.
6. Ability to keep records and prepare reports.
7. Ability to analyze situations accurately and take effective action.

**EXAMINATION INFORMATION**

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, screening criteria, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

**ELIGIBLE LIST INFORMATION**

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

**FILING INSTRUCTIONS**

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

**Submit applications to:**

**CALIFORNIA PRISON INDUSTRY AUTHORITY  
FOLSOM STATE PRISON  
ATTN: COLIN MARTIN  
P.O. BOX 71  
REPRESA, CA 95671  
916.985.2561 ext. 4286**

All applications must be received or postmarked by the **Final Filing Date**. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination bulletin should be addressed to Judy Troja or Sophia Lomax of the Examination Unit at (916) 358-2696.

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CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922