

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.

OPEN EXAMINATION

For

PRISON INDUSTRIES SUPERINTENDENT I (OPTICAL PRODUCTS)

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

DIVISION: OPERATIONS DIVISION
LOCATION: VALLEY STATE PRISON FOR WOMEN
POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT I
(OPTICAL PRODUCTS)
SALARY RANGE: \$4308-\$5191
FINAL FILING DATE: NOVEMBER 14, 2007

DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Superintendent II (Optical Products), this position is responsible for supervising three industrial supervisors engaged in the supervision of inmates manufacturing prescription eyewear and three clerical staff involved in customer service in an institutional optical enterprise.

MAJOR DUTIES OF THE POSITION INCLUDE

Supervises and coordinates the activities of three industrial supervisors in the manufacturing of prescription eyewear and three clerical staff in customer service; assigns duties, schedules labor, material and equipment use based on demonstrated need; supervises the installation, operation, maintenance, and repair of all optical equipment; coordinates inventory replenishment; maintains order and supervises the conduct of staff and inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; and assists in custodial searches, inmate searches, and inmate counts.

MINIMUM QUALIFICATIONS

Applicants must 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 (Optical Products), in the optical products enterprise or trade.

Or II

Three years of production experience in the optical 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 optical 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 optical 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. Demonstrated experience working in an optical lab that manufactures prescription eyewear and handling materials used in the manufacturing of prescription eyewear.
2. Experience in the process of developing work flow logistics in an optical lab. Equipment maintenance and repair scheduling experience is required.
3. Demonstrated computer experience or comparable automated tools for controlling production inventory and purchasing.
4. Demonstrated experience and skills to manage customer service issues.
5. Experience in staff development with an emphasis on increasing skill levels.
6. Extensive knowledge of materials management within an optical setting.
7. Demonstrated experience in the Department of Health Service (DHS) regulatory compliance. Knowledge of required policies and procedures and documentation.

DESIRABLE QUALIFICATIONS

1. Experience in fiscal planning and the organizing of optical products.
2. Knowledge of and the ability to implement a health and safety program.
3. Knowledge of quality standards and quality control.
4. Good verbal, writing and communication skills needed to deal with both staff and inmate workforce.
5. Experience working within an institutional setting.

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.

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. The interview will include a number of predetermined questions related to the knowledge and abilities 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:

**CENTRAL CALIFORNIA WOMEN’S FACILITY
CALIFORNIA PRISON INDUSTRY AUTHORITY
23370 ROAD 22/P.O. BOX 1501
CHOWCHILLA, CA 93610
ATTN: CHARLES BABILLA
559-665-5531 EXT. 7400**

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 process should be directed to Judy Troja or Sophia Lomax, Examination Unit at (916) 358-2696.

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