

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.

OPEN EXAMINATION

For

PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY)

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 II (LAUNDRY) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: OPERATIONS DIVISION

LOCATION: CALIFORNIA STATE PRISON-CORCORAN

POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT II
(LAUNDRY)

SALARY RANGE: \$4728-\$5698

FINAL FILING DATE: FEBRUARY 8, 2008

DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Manager, the Prison Industries Superintendent II (Laundry) is responsible for planning, organizing, and supervising the overall operation of a laundry enterprise within a correctional facility; directly supervises one (1) Prison Industries Superintendent I (Laundry) and two (2) Industrial Supervisor, Prison Industries (Laundry), and indirectly supervise two (2) Industrial Supervisors, Prison Industries (Laundry). Work hours are 0600 to 1400 hours. Regular Days Off (RDO's) are Saturday & Sunday. All Holidays are regular workdays with the exception of Thanksgiving, Christmas, and New Years.

MAJOR DUTIES OF THE POSITION INCLUDE

Oversees all phases of operation of an institutional laundry enterprise within a correctional environment; plans and schedules labor, materials, and equipment; supervises the installation, operation, maintenance and repair of equipment; has lead responsibility for quality control, process control, inventory control, methods analysis, cost control, material research, and procurement; establishes, plans, and develops procedures to increase production efficiency and product quality; develops and implements plans for water and energy conservation; directs the ordering, shipping, and handling of all production materials and supplies; formalizes enterprise operating procedures; prepares budget reports and makes recommendations on necessary equipment and materials; schedules and directs the preparation of production and inventory reports; and conducts supervisory meetings.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications and screening criteria 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 a Prison Industries Superintendent I (Laundry) in a laundry enterprise or trade.

Or II

Two years of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (laundry) in a laundry enterprise or trade.

Or III

Four years of production experience in a laundry enterprise or trade, at least two years of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

Knowledge of: (with particular reference to laundry): (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, 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 maintaining a work environment that is free of discrimination and harassment.

Ability to: (with particular reference to laundry): (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) communicate effectively 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 an institutional laundry facility.
2. Knowledge of appropriate safe laundering practices.
3. Ability to implement and direct a worker safety program.
4. Knowledge of budgetary principles and practices.
5. Ability to create and oversee an operating budget for an institutional laundry facility.
6. Knowledge of inventory management principles and practices.
7. Ability to schedule and coordinate labor and material to maintain production output.

DESIRABLE QUALIFICATIONS

1. Experience using an automated Enterprise Resource Planning System (ERP/IX).
2. Experience with management practices consistent with the State of California guidelines.
3. Experience with laundry operations as pertaining to California Code of Regulations, Title 22.
4. Ability to instruct and supervise subordinate staff and inmate workers in a fair and consistent manner.
5. Ability to interpret complex data and determine trends and strategies.
6. Ability to communicate effectively and professionally with supervisors, subordinates, inmates, and members of the public.

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:

**ROBERT ROEHLK
559-992-6160
CALIFORNIA PRISON INDUSTRY AUTHORITY
CALIFORNIA STATE PRISON-CORCORAN
P.O. BOX 8800
CORCORAN, CA 93212**

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 addressed to Judy Troja or Sophia Lomax of the 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