

**CALIFORNIA PRISON INDUSTRY AUTHORITY
OPEN EXAMINATION-STATEWIDE**

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION) 0PI17-01
PRISON INDUSTRIES SUPERINTENDENT I (METAL PRODUCTS) 0PI17-02
PRISON INDUSTRIES SUPERINTENDENT II (METAL PRODUCTS) 0PI17-03**

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 EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST AT Avenal State Prison-Kings County; California State Prison, Corcoran-Kings County; California State Prison, Solano-Solano County; Folsom State Prison, Sacramento County

WHO SHOULD APPLY Applicants who meet the minimum qualifications (entrance requirements). This is an open examination. Applications will **NOT** be accepted on a promotional basis. Career credits are not granted in "Open" exams.

HOW TO APPLY Submit Examination Application (STD Form 678) by mail or in person with the:

California Prison Industry Authority
560 East Natoma Street, Folsom, CA 95630-2200
Human Resources, Attn: Examination Unit
(916) 358-2696

Please indicate the examination title and original signature on your application. Applications received without an exam title and/or an original signature **will not be accepted** and returned to the sender.

If you meet the minimum qualifications for all three exams by the final filing date, you may apply for all three using one application. Please indicate this on your application.

If you are personally delivering your application, business hours are from 8 a.m.-5 p.m. Monday-Friday. Applications must be received in the office on or before the final filing date between the hours noted above.

FINAL FILING DATE Applications (Form 678) must be **POSTMARKED** no later than **11/29/10**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

SALARY RANGE

Industrial Supervisor, Prison Industries (Metal Fabrication) \$ \$3924-\$4726

Prison Industries Superintendent I (Metal Products) \$4308-\$5191

Prison Industries Superintendent II (Metal Products) \$4728-\$5698

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION A candidate cannot be tested more than once in a 12-month period. Names of successful competitors are merged on to the list in order of final scores, regardless of dates. The names will remain on the eligible list for a period of 24 months after it is established.

POSITION DESCRIPTION	<p>This enterprise involves the manufacturing of a variety of metal products, including but not limited to, license plates, signs, beds, chairs, tables, lockers, file cabinets, desks, shelves, and stools.</p> <p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> An Industrial Supervisor, Prison Industries (Metal Fabrication) plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises inmates or residents in production work, quality control, safety, and personal development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates or residents for contraband, such as weapons or illegal drugs; and does other related work.</p> <p><u>Prison Industries Superintendent I (Metal Products)</u> A Prison Industries Superintendent I (Metal Products) supervises or assists in supervising an industrial metal products fabrication enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in the development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.</p> <p><u>Prison Industries Superintendent II (Metal Products)</u> A Prison Industries Superintendent II (Metal Products) is responsible for supervising an industrial metal products fabrication enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications as stated at the time the application is filed. Your signature on your application indicates that you have read, understood, and possess the qualifications required. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. <u>Applications/resumes received without this information will be rejected.</u></p>
MINIMUM QUALIFICATIONS	<p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> Two years of production experience in a metal fabrication enterprise or trade. (Education, such as trade school, vocational education, or a major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.)</p>

<p>MINIMUM QUALIFICATIONS (cont.)</p>	<p>Promotional Candidate: Promotional candidates, including employees on training-and-development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment.</p> <p><u>Prison Industries Superintendent I (Metal Products)</u></p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication).</p> <p style="text-align: center;">Or II</p> <p>Three years of production experience in the metal fabrication enterprise or trade, at least one year of which shall have been in a supervising capacity.</p> <p><u>Prison Industries Superintendent II (Metal Products)</u></p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Metal Products).</p> <p style="text-align: center;">Or II</p> <p>Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication).</p> <p style="text-align: center;">Or III</p> <p>Four years of production experience in metal products, at least two years of which shall have been in a supervising capacity.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>
<p>SPECIAL PERSONAL CHARACTERISTICS</p>	<p>Tact, patience, and ability to work with persons confined in a correctional institution.</p>
<p>SPECIAL PHYSICAL CHARACTERISTICS</p>	<p>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.</p>
<p>ADDITIONAL DESIRABLE QUALIFICATIONS</p>	<p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> Supervisory experience; education equivalent to completion of the twelfth (12) grade; and assertiveness. Experience in tube-bending machine operation including "set-up"; spray painting on conveyORIZED lines including bake oven and metal prep conveyORIZED lines; rating as Sheet Metal Journeyman; tool and die experience; blueprint reading; and shop math.</p> <p><u>Prison Industries Superintendent I (Metal Products)</u> Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience. Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; blueprint reading and shop math. Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.</p>

ADDITIONAL DESIRABLE QUALIFICATIONS (cont.)	<p><u>Prison Industries Superintendent II (Metal Products)</u> Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution. Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; blueprint reading and shop math. Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution.</p>
EXAMINATION INFORMATION	<p>INTERVIEWS WILL NOT BE HELD. This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application.</p> <p>Candidates who meet the "Minimum Qualifications" will be mailed a Supplemental Application designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed Supplemental Application will be eliminated from this examination.</p> <p style="text-align: center;">Supplemental Application -- Weighted 100%</p>
APPLICATION SCOPE	<p>In addition to evaluating the competitors relative abilities as demonstrated by quality and breadth of experience, emphasis on the supplemental application will be on measuring competitively relative to job demands, each competitor's:</p> <p><u>Industrial Supervisor, Prison Industries</u> A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Metal working methods, including but not limited to cellular manufacturing, computer numerical control (CNC), and manual operated metal working equipment used to fabricate metal products in accordance to blueprint specifications. 2. Production scheduling and control procedures. 3. Quality control methods and inspection procedures such as: materials and welding standards; paint hardness and thickness testing; use of precision measuring devices such as calipers and micrometers; accurate record keeping of quality control inspections to insure plans or blueprints are being followed. 4. Safety practices and procedures in the manufacturing of metal products as prescribed by the Illness and Injury Prevention Program, which includes all state, local and Federal mandates to establish and maintain a safe and healthy work environment. 5. Proper lifting, moving and transportation of raw materials and finished goods, and the ability to use material handling equipment following departmental safety procedures. 6. Principles of personnel management and supervision required to select, train, and develop staff/inmates to achieve maximum production and efficiency of operations. 7. Vendor resources, service providers and procurement processes to purchase raw materials for metal product manufacturing in accordance with State Administrative Manual and Department of General Services requirements and department purchasing policies, processes and procedures. <p><u>Prison Industries Superintendent I/II (in addition to 1-7)</u></p> <ol style="list-style-type: none"> 8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal opportunity objectives and to ensure that employment practices are non-discriminatory and that intentional or unintentional discrimination is eliminated. <p><u>Industrial Supervisor, Prison Industries</u> B. Ability to:</p> <ol style="list-style-type: none"> 1. Repair, maintain, and adjust required metal production equipment safely and accurately and in compliance with manufacturers' standards/recommendations to ensure minimum breakdowns and prolong the life of the equipment. 2. Make labor and material estimates to attain accurate costs of products made. 3. Instruct and supervise inmates and/or staff in safe and efficient production techniques. 4. Treat all staff and inmates equally by maintaining firm, impartial and consistent discipline of the work force to create, maintain and enforce compliance in the work place. 5. Legibly write in English at a level required for the preparation of detailed written reports and correspondence; read, interpret and apply detailed written directions, policies, rules and regulations at a level necessary to maintain and enforce compliance in the work place. 6. Accurately analyze situations accurately and take appropriate action.

APPLICATION SCOPE (cont.)	<ol style="list-style-type: none"> 7. Keep records and prepare reports accurately on various subjects pertaining to factory operations. 8. Effectively communicate in English on a one-to-one basis for the purpose of exchanging information. 9. Train and motivate others to increase productivity, improve/develop skill, and maintain a high level of employee morale. 10. Calculate solutions to mathematical problems involving addition, subtraction, multiplication and division. 11. Control production of metal products efficiently using existing software and scheduling procedure to meet customer demands. 12. Interact with inmates on a one-to-one basis for the purpose of providing directions, training and personnel evaluations. 13. Interpret and apply the inmate time keeping, payroll, and performance evaluation requirements of the Inmate Work Incentive Program to comply with the California Department of Corrections and Rehabilitation mandate. 14. Safely and accurately set up and operate metal working equipment and machinery, such as turret and punch presses, press brakes, power shears, ironworkers, mig, tig, spot welding, and spray painting equipment at a level to manufacture metal products. 15. Read and understand blueprints; use precision measuring devices such as calipers and micrometers to produce products in accordance with customer needs. 16. Properly handle and store hazardous material/waste as prescribed by local Health and Safety Codes. 17. Accept constructive criticism to improve skills and abilities in order to efficiently perform duties and meet job expectations. 18. Interact with others in a positive manner to establish and maintain effective working relationships. 19. Learn and accept a variety of job related activities for effective job performance. 20. Work in a team environment and work collaboratively toward shared goals to promote and effect efficiency of operations. 21. Sustain a professional and consistent demeanor under a variety of circumstances to create and maintain a positive working environment and relationships with others. 22. Treat people with respect and dignity and value their differences to maintain a professional working environment, increase morale and maintain a positive image and reputation. 23. Influence others in a positive manner to achieve organizational goals. 24. Exercise assertiveness during adversity when faced with resistance or noncompliance from inmates to maintain order in the factory. <p><u>Prison Industries Superintendent I/II (in addition to 1-24)</u></p> <ol style="list-style-type: none"> 25. Understand the equal employment opportunity laws to effectively contribute to a discrimination free work place.
VETERANS' PREFERENCE	<p>Veterans' Preference Credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. Due to changes in the law, which were effective January 1, 1996, <u>Veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.</u></p>
QUESTIONS?	<p>If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department noted on the front, and at www.pia.ca.gov

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Prison Industry Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

Veterans' Preference Credits: California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-Promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: Ten (10) points for veterans; and 15 points for disabled veterans. Directions for applying for Veterans' Preference Credits are on the Veterans' Preference application (Form 10093), which is available from State Personnel Board Offices written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922