



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

DIVISION: OPERATIONS DIVISION

LOCATION: CALIFORNIA STATE PRISON-SOLANO

POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT II
(OPTICAL PRODUCTS)

SALARY RANGE: \$4728-\$5698

FINAL FILING DATE: JANUARY 29, 2008

DUTIES/RESPONSIBILITIES

Under the general supervision of the Prison Industries Manager, the Prison Industries Superintendent II (Optical Products) is responsible for the operation of an optical lab that manufactures and assembles plastic and glass lenses used in both safety and ophthalmic eyewear. In the performance of these duties, the incumbent supervises four (4) Optical Supervisors, one (1) Supervising Program Technician II, and approximately 90-95 Level II inmate workers. Work Schedule is Monday – Friday 06:45 a.m.-14:45 p.m.

MAJOR DUTIES OF THE POSITION INCLUDE

Incumbent is responsible for all operations of the optical products enterprise, which includes manufacturing eyewear, planning and scheduling labor, and material and equipment processing; quality control, process control, inventory control, methods analysis, cost control, material research, procurement, and personnel development; supervises and evaluates staff performances in the implementation of the Inmate Employability Program ensuring program requirements are accomplished on a timely basis; coordinates and/or supervises the installation, operation, maintenance and repair of equipment; makes recommendations to increase production efficiency and product quality; and selects, trains, counsels, and supervises staff and inmates.

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 a Prison Industries Superintendent I (Optical Products), in the Optical Products enterprise or trade.

Or II

Two years 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 III

Four years of production experience in an Optical Products 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 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, 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 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) 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.

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, and experience in a correctional institution.

SCREENING CRITERIA

1. Possess basic computer skills.
2. Experience in an optical production environment.
3. Experience in quality control and safety practices.
4. Experience in the operation of optical equipment.

DESIRABLE QUALIFICATIONS

1. Experience in training, counseling, and supervising staff.
2. General knowledge of production scheduling, inventory control, and budgets.
3. Good written and oral communication skills.
4. Ability to supervise, create, and maintain a professional environment.

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:

**JAY PLUNKETT
707.454.3286
CALIFORNIA PRISON INDUSTRY AUTHORITY
CALIFORNIA STATE PRISON-SOLANO
2100 PEABODY ROAD
VACAVILLE, CA 95696-4000**

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 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