



BULLETIN RELEASE DATE: APRIL 30, 2012
 FINAL FILE DATE: MAY 15, 2012

CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES 2PI0701
INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES 2PI0702
INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES 2PI0703

OPEN

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	Adult correctional facilities located throughout the State.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an open exam.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD Note: If you meet the minimum qualifications for all three classifications with the same final filing date, you may apply for the examinations using the same application. Please indicate this on your application.
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than May 15, 2012 . Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.
SALARY	Industrial Warehouse & Distribution Specialist, Prison Industries \$3497-\$4411 Industrial Warehouse & Distribution Supervisor, Prison Industries \$3829-\$4614 Industrial Warehouse & Distribution Manager I, Prison Industries \$4308-\$5191
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during AUGUST/SEPTEMBER .
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	An eligible list will be established for CALPIA. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION	<p>Industrial Warehouse & Distribution Specialist, Prison Industries is the first working level in the Industrial Warehouse and Distribution series. The incumbent monitors the receipt, storage, issuance, and shipping of raw materials, component parts, food supplies, finished products, etc., in a CALPIA Warehouse; ensures the quality of goods on purchase orders; recognizes any defective freight that is being delivered to or shipped from the warehouse, and takes whatever steps are necessary to correct the defective product; assumes additional duties and responsibilities in assisting a high-level warehouse supervisor; and maintains order and supervises the conduct of inmates and protects and maintains the safety of persons and property.</p> <p>Industrial Warehouse & Distribution Supervisor, Prison Industries is the first working supervisory level in the Industrial Warehouse and Distribution series. Incumbents are responsible for the direct supervision of subordinate warehouse staff. They supervise the receipt, storage, issuing and shipping of finished products, food supplies, raw materials, component parts, etc. in a CALPIA Warehouse. Incumbents must be able to ensure the quality of goods on purchase orders; recognize defects involving the deliveries to or shipments from the warehouse and take corrective action as necessary; may assume additional duties and responsibilities in assisting a higher level warehouse supervisor; maintain order and supervise the conduct of inmates and protects and maintains the safety of persons and property.</p> <p>Industrial Warehouse & Distribution Manager I, Prison Industries is the full supervisory level in the Industrial Warehouse series. Incumbents plan, organize and direct staff, using a manufacturing resource planning system, on the receipt, storage, issuance and shipping of heavy volumes of raw materials, finished goods, and other related products and materials in a CALPIA Warehouse.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. 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.</p>
MINIMUM QUALIFICATIONS	<p>Industrial Warehouse & Distribution Specialist, Prison Industries</p> <p>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (NOTE: Appropriate class is defined as possession of a valid Class A, B or C California Driver License. Please provide this information in item #9 on the State application, STD 678. Applications received without Driver License information will be rejected.)</p> <p style="text-align: center;"><u>and</u></p> <p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) within CALPIA.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing the duties of a Warehouse Worker (Correctional Facility) within CALPIA.</p> <p style="text-align: center;">Or III</p> <p>Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility).</p> <p style="text-align: center;">Or IV</p> <p>Four years of technical experience in a storeroom or warehouse related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in the California state service applied toward this requirement must include at least two years in a class at a level of responsibility at least equivalent to a Warehouse Worker.)</p>

Industrial Warehouse & Distribution Specialist, Prison Industries
 (Class Code: 7231)
Industrial Warehouse & Distribution Supervisor, Prison Industries
 (Class Code: 7234)
Industrial Warehouse & Distribution Manager I, Prison Industries
 (Class Code: 7236)

MINIMUM QUALIFICATIONS (Continued)	<p>Industrial Warehouse & Distribution Supervisor, Prison Industries</p> <p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of an Industrial Warehouse and Distribution Specialist, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or III</p> <p>Three years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility).</p> <p style="text-align: center;">Or IV</p> <p>Four years of technical experience in a storeroom or warehouse related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least three years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor I (Correctional Facility).]</p> <p>Industrial Warehouse & Distribution Manager I, Prison Industries</p> <p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, within the CALPIA.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or III</p> <p>Three years of experience performing the duties of a class with a level of responsibility equivalent to a Materials and Stores Supervisor I (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or IV</p> <p>Four years of experience in a storeroom or warehouse which must have included or been supplemented by two years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least two years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor II (Correctional Facility).]</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Tact, patience, and ability to work with persons confined in a correctional institution.</p>
SPECIAL PHYSICAL CHARACTERISTICS	<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>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Industrial Warehouse & Distribution Specialist, Prison Industries and Industrial Warehouse & Distribution Supervisor, Prison Industries</p> <p>Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.</p>

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ADDITIONAL DESIRABLE QUALIFICATIONS (Continued)	Industrial Warehouse & Distribution Manager I, Prison Industries Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution.
EXAMINATION INFORMATION	This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. QUALIFICATIONS APPRAISAL – WEIGHTED 100%
SCOPE	<p>A. Knowledge of: All levels</p> <ol style="list-style-type: none"> 1. Warehousing and distribution methods and practices, including cycle counting. 2. Freight rates and classifications. 3. Regulations involved with incoming and outgoing shipments. 4. Various specifications and standards applicable to receipt of raw materials. 5. Operation of motorized material-handling equipment. 6. Other machinery, materials, processes, tools, and equipment used in warehousing and distribution. 7. Safety practices and orders, including requirements for hazardous/toxic materials. 8. Quality standards and control. <p>Industrial Warehouse & Distribution Supervisor and Industrial Warehouse & Distribution Manager I (in addition to 1 – 8 above)</p> <ol style="list-style-type: none"> 9. Principles of personnel management and supervision. 10. The Department's Equal Employment Opportunity program objectives. 11. A supervisor's/manager's role in the Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives. <p>Industrial Warehouse & Distribution Manager I (in addition to 1 – 11 above)</p> <ol style="list-style-type: none"> 12. Budget preparation and cost control. 13. All aspects of CALPIA warehouse and distribution methods and practices, including the Enterprise Resource Planning Ix (ERP) system. <p>B. Ability to: All levels</p> <ol style="list-style-type: none"> 1. Comprehend and use CALPIA's ERP system. 2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution. 3. Instruct and supervise inmates in warehousing/distribution techniques and safety practices. 4. Maintain firm, impartial, and consistent discipline. 5. Understand rules, regulations, laws, and procedures. 6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules. 7. Analyze situations accurately and take effective action. 8. Keep records and prepare reports. 9. Read and write English at a level required for a successful job performance. 10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending, and be able to lift up to fifty pounds. <p>Industrial Warehouse & Distribution Supervisor and Industrial Warehouse & Distribution Manager I (in addition to 1 – 10 above)</p> <ol style="list-style-type: none"> 11. Make labor and raw material estimates. 12. Effectively contribute to the Department's Equal Employment Opportunity program objectives. <p>Industrial Warehouse & Distribution Manager I (in addition to 1 – 12 above)</p> <ol style="list-style-type: none"> 13. Maintain the Material Resource Planning (MRP) system. 14. Serve as the ERP system administrator.

VETERANS' PREFERENCE/CAREER CREDITS	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> Career Credits are not granted in open exams.
QUESTIONS	If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

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, CALPIA, and at www.CALPIA.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.

CALPIA 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.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

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: 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 PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.CALPIA.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

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