

## CALIFORNIA PRISON INDUSTRY AUTHORITY

### OPEN EXAMINATION

<b>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)</b>	<b>3PI12-01</b>
<b>PRISON INDUSTRIES SUPERINTENDENT I (LAUNDRY)</b>	<b>3PI12-02</b>
<b>PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY)</b>	<b>3PI12-03</b>

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.

<b>POSITIONS EXIST</b>	Statewide						
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements). This is an <b>OPEN</b> examination.						
<b>HOW TO APPLY</b>	Submit Examination Application (STD 678) by mail or in person with the:  California Prison Industry Authority 560 East Natoma Street Folsom, CA 95630-2200 Attn: Examination Unit  <b>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.</b>						
<b>FINAL FILING DATE</b>	Applications (Form 678) must be <b>POSTMARKED</b> no later than <b>AUGUST 1, 2013</b> . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.						
<b>SALARY RANGE</b>	<table border="0"> <tr> <td><b>Industrial Supervisor, Prison Industries (Laundry)</b></td> <td><b>\$3924-\$4962</b></td> </tr> <tr> <td><b>Prison Industries Superintendent I (Laundry)</b></td> <td><b>\$4308-\$5347</b></td> </tr> <tr> <td><b>Prison Industries Superintendent II (Laundry)</b></td> <td><b>\$4728-\$5869</b></td> </tr> </table>	<b>Industrial Supervisor, Prison Industries (Laundry)</b>	<b>\$3924-\$4962</b>	<b>Prison Industries Superintendent I (Laundry)</b>	<b>\$4308-\$5347</b>	<b>Prison Industries Superintendent II (Laundry)</b>	<b>\$4728-\$5869</b>
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<b>SPECIAL TESTING ARRANGEMENTS</b>	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.						
<b>ELIGIBLE LIST INFORMATION</b>	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.						
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE:</b> 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. <b><u>Applications/resumes received without this information will be rejected.</u></b>						

<p><b>POSITION DESCRIPTION</b></p>	<p>This enterprise involves providing laundry services for State, local governmental entities, public agencies; and insuring the safety of inmates and staff in a work environment.</p> <p><b><u>Industrial Supervisor, Prison Industries (Laundry)</u></b>  An Industrial Supervisor, Prison Industries (Laundry) 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 personnel 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><b><u>Prison Industries Superintendent I (Laundry)</u></b>  A Prison Industries Superintendent I (Laundry) supervises or assists in supervising an industrial laundry 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><b><u>Prison Industries Superintendent II (Laundry)</u></b>  A Prison Industries Superintendent II (Laundry) is responsible for supervising an industrial laundry 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>
<p><b>MINIMUM QUALIFICATIONS</b></p>	<p><b><u>Industrial Supervisor, Prison Industries (Laundry)</u></b>  Two years of production experience in a laundry 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><b><u>Promotional Candidates</u></b>, 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>

<b>MINIMUM QUALIFICATIONS (Continued)</b>	<p><b><u>Prison Industries Superintendent I (Laundry)</u></b></p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Laundry).</p> <p style="text-align: center;"><b>Or II</b></p> <p>Three years of production experience in the laundry enterprise or trade, at least one year of which shall have been in a supervising capacity.</p> <p><b><u>Prison Industries Superintendent II (Laundry)</u></b></p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Laundry).</p> <p style="text-align: center;"><b>Or II</b></p> <p>Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Laundry).</p> <p style="text-align: center;"><b>Or III</b></p> <p>Four years of production experience in laundry, 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><b>OUT-OF-CLASS EXPERIENCE:</b> 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>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	<p>Tact, patience, and ability to work with persons confined in a correctional institution.</p>
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	<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>
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	<p><b><u>Industrial Supervisor, Prison Industries (Laundry)</u></b> Supervisory experience; education equivalent to completion of the twelfth (12) grade; and assertiveness.</p> <p><b><u>Prison Industries Superintendent I and II (Laundry)</u></b> Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.</p>
<b>EXAMINATION INFORMATION</b>	<p><b><u>This examination will consist of a Supplemental Application. Examination interviews will not be conducted.</u></b></p> <p>Candidates that are accepted in the examination and meet the "Minimum Qualifications" will be mailed a Supplemental Application designed to obtain a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. The Supplemental Application will be evaluated competitively by a rating committee using pre-established rating criteria. To obtain a position on the eligible list, candidates must receive a score of 70% on the Supplemental Application.</p>

<b>EXAMINATION INFORMATION (cont.)</b>	<b>RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.</b> Candidates who do not return the completed Supplemental Application will be eliminated from this examination.
<b>SCOPE</b>	<p style="text-align: center;"><b>Supplemental Application -- Weighted 100%</b></p> <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><b><u>Industrial Supervisor, Prison Industries</u></b></p> <p><b>A. Knowledge of (with specific reference to an industrial laundry operation):</b></p> <ol style="list-style-type: none"> <li>1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations.</li> <li>2. Production scheduling and control.</li> <li>3. Quality standards and control.</li> <li>4. Safety practices and orders.</li> <li>5. Materials handling techniques.</li> <li>6. Principles of personnel management and supervision.</li> </ol> <p><b>Prison Industries Superintendent I/II (in addition to 1 – 6 above)</b></p> <ol style="list-style-type: none"> <li>7. Budget preparation and cost control.</li> <li>8. The Department's equal employment objectives.</li> <li>9. 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.</li> </ol> <p><b><u>Industrial Supervisor, Prison Industries</u></b></p> <p><b>B. Ability to (with specific reference to an industrial laundry operation):</b></p> <ol style="list-style-type: none"> <li>1. Set up, repair, maintain, adjust and operate required equipment.</li> <li>2. Make labor and material estimates.</li> <li>3. Instruct and supervise inmates or residents in production techniques and safety practices.</li> <li>4. Maintain firm, impartial, and consistent discipline.</li> <li>5. Understand rules, regulations, laws, and procedures.</li> <li>6. Analyze situations accurately and take effective action.</li> <li>7. Keep records and prepare reports.</li> <li>8. Communicate effectively at a level required for successful job performance.</li> </ol> <p><b>Prison Industries Superintendent I/II (in addition to 1 – 8 above)</b></p> <ol style="list-style-type: none"> <li>9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</li> </ol>
<b>VETERANS' PREFERENCE</b>	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>
<b>QUESTIONS?</b>	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.

### 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.

Applications are available at the California Human Resource Department, local offices of the Employment Development Department, CALPIA, and at [www.pia.ca.gov](http://www.pia.ca.gov).

If you meet the requirements stated, 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 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.

**GENERAL INFORMATION**  
**(Continued)**

**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.

**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 the California Human Resource Department, written test proctors, 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:** CALPIA 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.

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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