

# CALIFORNIA PRISON INDUSTRY AUTHORITY

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (UPHOLSTERY)**

**3PI06**

## 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.

<b>POSITION (S) EXIST AT</b>	Avenal State Prison, Avenal; Correctional Training Facility, Soledad; and California State Prison, San Quentin, San Quentin.
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements). This is an <b>OPEN examination</b> . Applications will <b>NOT</b> be accepted on a promotional basis.
<b>HOW TO APPLY</b>	<p>Submit Examination Application (STD Form 678) by mail or in person with the:</p> <p>California Prison Industry Authority 560 East Natoma Street, Folsom, CA 95630-2200 Human Resources, Attn: Examination Unit (916) 358-2696</p> <p>Please include the examination title and an original signature on your application. Applications received without an exam title and/or an original signature <b>will not be accepted</b> and will be returned to the sender.</p> <p>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 <u>on or before the final filing date</u> between the hours noted above.</p> <p>If submitting your application by mail, please insure it is <b>POSTMARKED</b> no later than <b>May 3, 2013</b>. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.</p> <p><b>DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)</b></p>
<b>FINAL FILING DATE</b>	<b>MAY 3, 2013</b>
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	It is anticipated that interviews will be held during <b>MAY/JUNE 2013</b> .
<b>SALARY</b>	<b>\$3924-\$4962</b>
<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>	Names of successful competitors are merged into the list in order of final scores, regardless of dates. The list will be abolished 24 months after is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>POSITION DESCRIPTION</b>	<p>This enterprise involves the manufacturing of upholstery products, such as chairs and lounges.</p> <p>An Industrial Supervisor, Prison Industries (Upholstery) 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 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 to others or to property; maintains security of working areas and work materials; inspects and searches inmates for contraband, such as weapons or illegal drugs.</p>

<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE:</b> 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. <b>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.</b>
<b>MINIMUM QUALIFICATIONS</b>	Two years of production experience in an upholstery enterprise or trade. (Education, such as trade school, vocational education, or 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.) <b>Promotional Candidate:</b> 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.
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Tact, patience, and ability to work with persons confined in a correctional institution.
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	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.
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	Supervisory experience; education equivalent to completion of the 12 <sup>th</sup> grade, and assertiveness.
<b>EXAMINATION INFORMATION</b>	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 <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b> <b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b>
<b>SCOPE</b>	<p>A. <b>Knowledge of</b> (with particular reference to upholstery):</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. <b>Ability to</b> (with particular reference to upholstery):</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>
<b>VETERANS' PREFERENCE CREDITS</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, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</b>
<b>EDUCATION AND EXPERIENCE</b>	If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to the standards developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination”. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” and “Scope” carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

## GENERAL INFORMATION

**Questions:** If you have any questions concerning this announcement, please contact the California Prison Industry Authority, Examination Services, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

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](http://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: 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 PIA.

**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.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