

## CALIFORNIA PRISON INDUSTRY AUTHORITY

### PRISON INDUSTRIES ADMINISTRATOR 5PI13

#### OPEN NON-PROMOTIONAL EXAMINATION

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL) EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND 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.

**POSITION (S) EXIST IN** Correctional institutions throughout the State and in the California Prison Industry Authority (CALPIA) Central Office in Folsom, California.

**WHO SHOULD APPLY** This is an **OPEN NON-PROMOTIONAL** STATEWIDE examination for the California Prison Industry Authority. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits apply.

**HOW TO APPLY** State Applications (Form STD 678) 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.

**Your State Application must include the above "Exam Title" and "Exam Code" in order to be processed. Applications without this information may be subject to rejection.**

**DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CalHR)**

**FINAL FILING DATE** State Applications (Form STD 678) must be **POSTMARKED** no later than 5:00 pm on **September 17, 2015**. **Faxed or e-mailed applications will not be accepted.** Applications postmarked, personally delivered, or received via interoffice mail after **September 17, 2015** will not be accepted for any reason.

**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that interviews will be held during **OCT/NOV 2015**.

**SALARY RANGE** \$7433-\$8440

**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 Open Non-Promotional list will be established for the California Prison Industry Authority. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION DESCRIPTION** A Prison Industries Administrator is responsible for administering the onsite daily operations of CALPIA's industrial enterprises in correctional institutions to achieve the mission and goals consistent with departmental policies, plans, and procedures, and within the institutions' custody and security parameters; reports to the Branch Manager-Operations Division, Central Office; responsible for budget expenditure control, personnel, accounting, warehousing, procurement, and maintenance support functions pertaining to assigned operations; supervision, formulation and implementation of program policies and procedures (i.e., Health & Safety, Industry Employment Program, International Standards Organization, etc.); staying apprised of new products/service technologies for potential internal application; planning, development and installation of new or modified products/services, equipment and facilities; using Enterprise Resource Planning Ix (ERP Ix) system to assess production status, trends and track performance; coordinate, advise and facilitate staff in achieving CALPIA mission and goals; and coordinating with inter/intra departments in achieving production objectives and/or resolving issues; responsible for the Training and Development of subordinate staff promoting the personal and professional growth to further support CALPIA's Mission". In addition to the above duties: **Field** Prison Industries Administrators serve as part of the Warden's Executive Staff and as such, must serve as Administrative Officer of the Day (AOD); **Central Office** Prison Industries Administrators typically provide program oversight, direction, planning, monitoring, technical consultation, and support to field staff to facilitate carrying out onsite operational/production responsibilities.

<b>POSITION DESCRIPTION (CONT.)</b>	<p>The incumbent is responsible for maintaining order and supervising the conduct of persons committed to the Department of Corrections and Rehabilitation; preventing escapes and injury by these persons to themselves or others or to property; maintaining security of working areas and work materials; and inspecting premises and searching inmates, residents, or patients for contraband, such as weapons and/or illegal drugs.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p><b>Note:</b> All applicants must meet the education and/or experience requirements for this examination by the <b>Final Filing</b> date. Your signature on your application indicates that read, understand, and possess the minimum qualifications required. <b>Applications/resumes received without this information will be rejected.</b></p> <p><b>Note:</b> All applications/resumes <b>must include</b> "to" and "from" employment dates (month/day/year), time-base, and official employment titles. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b>Either I</b></p> <p><b>Experience:</b> In the California state service, one year of experience directing inmate work programs, in any one or combination of enterprise programs of the California Prison Industry Authority, performing the duties of a class at a level of responsibility not less than that of a Prison Industries Manager (Various Parenthetical); or one year of experience in a production scheduling function performing the duties of a class at a level of responsibility not less than that of a Prison Industries Manager (Various Parenthetical).</p> <p><b>Promotional Candidates</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 must complete the required experience before they can be eligible for appointment.</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> Three years of experience in a large industrial service, or agricultural program as a vice president of production, plant manager, industrial or systems engineer, or a closely related managerial position. and</p> <p><b>Education:</b> Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<b>SPECIAL PERSONAL 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.</p> <p>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>Education equivalent to graduation from college. Experience in Manufacturing Management Information Systems (MMIS). Certified in Production and Inventory Management (CPIM or CFPIM) by the American Production and Inventory Control Society (APICS) or progress toward becoming certified as demonstrated by having successfully passed two or more APICS certification examinations</p>
<b>EXAMINATION INFORMATION</b>	<p style="text-align: center;"><b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b></p> <p>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>COMPETITOR WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>
<b>SCOPE OF EXAM</b>	<p><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Principles of effective supervision, organization and industrial management including methods, materials, processes and equipment used in a prison industries program to ensure compliance and meet requirements.</li> <li>2. Production management and methods in the operation of manufacturing and/or service enterprises to deliver products or services on time.</li> <li>3. Equipment and tool procedures necessary to operate manufacturing and/or service enterprises to ensure employee safety, and comply with CALPIA's programs and regulations.</li> <li>4. Principles and practices of industrial production and safety engineering to determine and implement appropriate courses of action and ensure compliance.</li> </ol>

<b>SCOPE OF EXAM (CONT.)</b>	<p><b>Knowledge of (cont.):</b></p> <ol style="list-style-type: none"> <li>5. Centralized/integrated manufacturing and accounting system with specific knowledge of bills of material, routings, materials requirement planning, shop floor control, and performance measures to generate data for CALPIA programs.</li> <li>6. Fiscal management, cost accounting including direct costing methods, and budgetary procedures to ensure accuracy and effectiveness.</li> <li>7. Production and inventory management concepts and principles, practices, and procedures to develop conclusions that support CALPIA program development.</li> <li>8. Concepts, theories and application of employee performance and development to guide progress with projects or assignments.</li> <li>9. The laws, rules, policies, and procedures affecting the Department of Corrections and Rehabilitation and the California Prison Industry Authority's programs to ensure conformance.</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Plan, organize, and manage manufacturing and/or service (including agricultural related) prison industry operations to carry out or lead assignments and deliver products in a timely manner.</li> <li>2. Plan, design, organize, and implement a manufacturing and/or service enterprise to facilitate problem resolution and provide program support.</li> <li>3. Supervise and coordinate the installation of equipment to successfully activate and operate the enterprise.</li> <li>4. Identify and correct all major production problems in the manufacturing and/or service enterprise to ensure integrity, quality, and validity.</li> <li>5. Provide product and production systems analyses and design to gather information to support CALPIA programs using available resources (e.g., databases, internal/external clients, internet sources, technical reports and equipment).</li> <li>6. Apply principles and practices of modern production theory to a prison program including production engineering, cost analysis, production control, quality control, and material control to determine and implement appropriate courses of action.</li> <li>7. Make cost analyses, plan, lay out, select, and route equipment, material, and supplies, develop product and material specifications to analyze and summarize data to support CALPIA programs.</li> <li>8. Effectively function in an automated environment to present data and/or information on CALPIA programs to various audiences.</li> <li>9. Maintain discipline, and obtain confidence and respect of correctional facility offenders to ensure cooperation and accomplish goals and objectives.</li> <li>10. Analyze situations accurately and adopt an effective course of action to ensure cooperation and employee safety.</li> <li>11. Effectively promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment.</li> <li>12. Effectively and successfully manage CALPIA operations at CDCR institutions, to include four or more revenue generating manufacturing and/or service enterprises to achieve CALPIA goals and objectives.</li> <li>13. Manage a combination of subordinate staffing levels including Prison Industries Manager, Prison Industries Superintendents and Warehouse Managers/Supervisors to efficiently facilitate CALPIA programs.</li> </ol>
<b>VETERANS' PREFERENCE CREDITS</b>	Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.
<b>CAREER CREDITS</b>	Career Credits will be added to the final score of competitors who are successful in this examination.
<b>QUESTIONS?</b>	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 CalHR, local offices of the Employment Development Department, CALPIA, and at [www.calpia.ca.gov](http://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:** Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**Career Credits:** In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

**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.

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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