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 FINAL FILING DATE: FEBRUARY 12, 2014

CALIFORNIA PRISON INDUSTRY AUTHORITY

PRISON INDUSTRIES ADMINISTRATOR PROMOTIONAL EXAMINATION

4PI01

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	Correctional institutions throughout the State and in the California Prison Industry Authority (CALPIA) Central Office in Folsom.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is a <u>PROMOTIONAL EXAMINATION</u> . Applicants must have a permanent civil service appointment with CALPIA as of the final filing date, to participate in this examination <u>or</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990 <u>or</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992 <u>or</u> 3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. (If applicable, please submit a copy of your DD214 or other official discharge documents.)
HOW TO APPLY	Applications (Form 678) must be filed by mail or in person with the California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)
FINAL FILING DATE	Applications must be POSTMARKED no later than FEBRUARY 12, 2014 . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Faxed or electronically sent applications are not accepted.
SALARY	\$7110 - \$8073
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	Names of successful competitors are merged onto the list in order of final scores, regardless of dates. 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. An applicant cannot be tested more than once in a 12-month period.

<p>POSITION DESCRIPTION</p>	<p>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 institution's custody and security parameters; reports to the Branch Manager-Operations Division, Central Office and serves on the institutional Warden's executive staff; 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, Inmate Employability, 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.</p> <p>A Prison Industries Administrator in Central Office typically provides program oversight, direction, planning, monitoring, technical consultation, and support to field staff to facilitate carrying out onsite operational/production responsibilities.</p> <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>
<p>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</p>	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates' possessing 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 requirements. 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>
<p>MINIMUM QUALIFICATIONS</p>	<p style="text-align: center;">Either I</p> <p>Experience: 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>Promotional Candidates: 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 must complete the required experience before they can be eligible for appointment.</p> <p style="text-align: center;">Or II</p> <p>Experience: 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>Education: 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>

SPECIAL PERSONAL 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.</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>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Education equivalent to graduation from college.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview. It is anticipated that interviews will be conducted in March/April. During the interview, competitors should be prepared to answer questions relating to areas shown under the 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.</p> <p style="text-align: center;"><u>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</u></p>
SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles of effective supervision. 2. Principles of organization and industrial management including methods, materials, processes, and equipment employed in a prison industries program. 3. Production, management, and engineering methods in the operation of a large manufacturing/service plant. 4. Equipment, methods, tools, and procedures needed to operate agricultural/manufacturing/service enterprises. 5. Principles and practices of industrial, production, and safety engineering. 6. Centralized/integrated manufacturing and accounting system with specific knowledge in bills of material, routings, materials requirement planning, shop floor control, and performance measures. 7. Fiscal management cost accounting including direct costing methods, and budgetary procedures. 8. Production and inventory management concepts and principles, practices and procedures. 9. Bill of material structuring techniques, forecasting techniques, and principles of organization and management. 10. Techniques of employee development and motivation. 11. Modern concepts of penology and the laws, rules, policies, and procedures affecting the Department of Corrections and Rehabilitation and the California Prison Industries Authority. 12. A manager'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. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Plan, organize and manage industrial, service, and agricultural prison industry operations. 2. Plan, design, organize, and implement an agricultural/manufacturing/service operation in an expeditious manner. 3. Supervise and coordinate the installation of equipment needed to implement the enterprise. 4. Identify and correct all major production problems in the agricultural/manufacturing/service operation. 5. Provide product and production systems analyses and design support. 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. 7. Make cost analyses. 8. Plan, lay out, select, and route equipment, material, and supplies. 9. Develop product and material specifications.

SCOPE (Continued)	10. Effectively function in an automated environment. 11. Communicate effectively. 12. Maintain discipline, and obtain confidence and respect of correctional facility inmates. 13. Analyze situations accurately and adopt an effective course of action. 14. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
VETERANS PREFERENCE/CAREER CREDITS	Veterans Preference and Career Credits <u>are not granted</u> in promotional examinations.
QUESTIONS	If you have any questions concerning this announcement, please contact the California Prison Industry Authority, 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 CALPIA 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.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 in 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: 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.

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 (EEO) Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The EEO 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