

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39022
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	07	Grade:	17
Workers Comp Code:	7720		

Job Code Established:	03/02/92	Effective Date:	
Job Code Revised:	02/14/97	Effective Date:	

JOB CODE SERIES: Public Protection and Public Order Series

JOB CODE TITLE: CORRECTIONAL INDUSTRIES PRODUCTION SPECIALIST

HRIS TITLE: CORRL INDS PRODC SPCT

CHARACTERISTICS OF THE CLASS: Works under general supervision from a higher level superior. Has the authority to enforce all laws, rules, regulations and policies governing inmates in institutional work operations; enforce all health and safety laws, rules and regulations pertinent to the operation; counsel inmates in work habits, attitude and behavior; investigate, evaluate and dismiss inmates from work operation for violations of rules. Oversees and/or functions as a technical expert/consultant in a designated agribusiness or manufacturing operation within a correctional institution; selects, trains, motivates, supervises and evaluates inmates in the work attitudes, habits and skills pertinent to the operation in accordance with institutional policies, practices and rehabilitative philosophy; establishes and ensures production schedules are met; ensures quality control of products; maintains custody and control of inmates in the work area; takes precautionary measures to prevent inmates from fabricating weapons; controls metal, toxic chemicals, acids, tools and related materials used in the work setting to prevent accidental or deliberate personal injury to inmates and staff; prepares and maintains documentation for inmate files. Work product consists of inmates motivated and trained with resultant improved rehabilitation potential; security and control maintained in the work area; production schedules met; quality control of products maintained; inmate problems resolved; control maintained over potentially hazardous equipment and supplies; a safe and secure work area; records and reports prepared and submitted, including recommendations. Responsible for maintaining security and control of inmates in the work area; proper selection of inmates for the right jobs; motivation, training, supervision and evaluation of inmate workers; maintenance of safety standards based on operational requirements.

EXAMPLES OF DUTIES: Supervises and directs the work of inmates engaged in production or agribusiness operations. devises a work schedule for self and inmate workers on a periodic basis. Adapts production schedules to meet changing priorities of equipment, orders, materials and inmate worker availability. Trains inmate workers on the job to perform tasks and develop skills pertinent to the work operation, to aid in rehabilitation efforts. Inspects work areas in order to perceive or detect problems or other factors affecting production schedule. Maintains records of inmate participation I work activities. Maintains records of material, equipment, and supplies used and other information, as required, for work operations. maintains production records pertinent to work operations. inspects work areas and notes potential safety hazards to work operation. Cautions inmate workers. Resolves or reports hazards, as appropriate. Maintains custody and control of inmate workers in work area; institutes disciplinary action if needed. Maintains close contact with Care and Treatment team members; advises on problems with inmate workers, seeks advice and assists in resolving problems. Confers with superior; discusses problems; gives and receives information helpful to work system; participates in decision-making and problem-solving. Maintains log or record of inmates entering or leaving the work area; ensures Security staff are available to escort inmates at end of work day. Performs related work as required.

WORK CONDITIONS: Stress and risk to self and others with duties providing job training, rehabilitation and security in an institutional manufacturing or agribusiness setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Standard production methods and techniques; equipment and materials utilized in the operation and the maintenance and stocking requirements; Federal, State and agency laws, rules, regulations, policies and procedures governing inmates in institutional work programs; security requirements and practices as applied to inmates in an institutional production or agribusiness environment with access to tools and hazardous materials; principles and practices of interviewing, training, supervision and evaluation; rules, regulations, policies and procedures governing operation of the agency.

Skill/Ability to: directing, supervising and evaluating activities of inmate workers; a trade or occupation related to area of assignment; operation and maintenance of equipment and machinery utilized in the production or agribusiness operation; motivation and training to attain quality and quantity of production and to enhance rehabilitation of inmate workers; maintaining a calm and even temperament during stressful conditions; observing and determining work habits, attitudes, health problems and capabilities of inmate workers and in effecting changes as needed; oral and written communication with regards to format and contents in a correctional setting; interpersonal relationships with inmate workers, Care and Treatment team members and other staff.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Two years of experience in manufacturing and/or repairing wood, metal, plastic or upholstered products, providing office support services or producing agribusiness commodities. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.