

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV39023
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	07	Grade:	19
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 SUPERVISOR

HRIS TITLE: CORRL INDS PRODC SPV

CHARACTERISTICS OF THE CLASS: Works under general supervision from a higher level superior. Enforces all laws, rules, regulations and policies governing inmates in institutional work operations; enforces all health and safety laws, rules and regulations pertinent to the work operations; directs and evaluates the work of subordinate staff; investigates, evaluates and dismisses inmates from work operations for violation of rules. Supervises Correctional Industries Production Specialists and inmates, in agribusiness or manufacturing operations within a designated correctional institution; establishes and ensures production schedules are met; orders materials and supplies as required for production; ensures quality control of products; assures accurate records are maintained of raw materials, completed production and inmate workers; advises on selection, training and evaluation of inmate workers; advises and counsels subordinates regarding inmate worker and production problems; inspects operational areas for health and safety hazards; prepares reports pertaining to production, staff and inmate workers. Functioning institutional agribusiness and/or manufacturing operations; effective and efficient subordinate staff; budget recommendations prepared; raw materials and completed product inventories current and complete; security and control maintained in the work operations; production schedules developed/revised and met; safe and secure work environments; records and reports prepared and submitted.

EXAMPLES OF DUTIES: Devises a schedule of work for subordinates on a periodic basis. Inspects work areas in order to perceive or detect problems or other factors affecting work schedule and production. Visits and inspects work in progress; instructs, directs and advises subordinates and inmate workers as necessary. Resolves problems presented by subordinate workers regarding work methods and processes. Establishes and maintains work production standards, procedures and methods. Determines materials and supplies required to fill routine production needs by examination of orders and availability of materials, comparison of alternatives and calculation of costs and supply priorities. Inspects completed production work by on-site inspection for quality control. Reads, examines and reviews reports prepared by subordinates; makes corrections, adjustments, raises questions, routes back to writer or approves. Writes detailed reports on production operations, including expenses, income, equipment needs and production. Inspects work sites and notes potential hazards to operational functions, cautions subordinates and inmate workers. Resolves problems or reports same as appropriate. Reviews work products or achievements of subordinates; evaluates work and formulates plans for improvement. Plans for better use of material and personnel resources; examines materials, confers with superior and staff, analyzes, evaluates and makes determinations. Compiles information for and writes periodic reports on production activities for an institution. Writes detailed reports on feasibility of projects considered, based on research and analysis. Confers with superior; presenting and resolving difficult problems and questions, in some instances dealing with supervisory problems, planning actions and making decisions. Attends work unit staff meetings as chairperson; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making. Performs related work as required.

WORK CONDITIONS: Stress and risk to self and subordinates with duties providing job training, rehabilitation and security in an institutional production operation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Techniques of work management, work leadership and supervision. Standard production methods and techniques. 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. On-the-job safety requirements including mandates from OSHA. Rules, regulations, policies and procedures governing operations of the agency.

Skill/Ability to: Work management, work leadership and supervision. A trade or occupation related to area of assignment. Operation and maintenance of equipment and machinery utilized in production or agribusiness operations. Maintaining a calm and even temperament during stressful conditions. Assessment and evaluation of subordinate staff. Observing and identifying potential health and/or safety hazards in the work area and remedying same. Oral and written communication. Interpersonal relationships with subordinates, inmate workers and correctional treatment and security personnel; Ensure the security and safety of subordinate staff and inmate workers in the work environment; supervise and evaluate subordinate staff; maintain safety standards based on operational requirements; complete and accurate records of raw materials and supplies, completed production and inmate workers.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: One year of experience as a Correctional Industries/Support Services Specialist I; OR Three years of experience in manufacturing and/or repairing wood, metal, plastic or upholstered products, or providing office support services, or producing agribusiness commodities, of which one year included supervision, budget or inventory control. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.