CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office: Central Office / Marketing & Regulatory Compliance	**2. Unit/Industry/Enterprise:** Engineering
3. Classification Title: Product Engineering Technician, Prison Industries	**4. Proposed Incumbent (if known):**
5. Current Position Number (Agency-Unit-Class-Serial): 063-083-7162-XXX	**6. Effective Date:** July 01, 2024

7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the direction of the Prison Industries Manager, the incumbent designs, develops, and maintains CALPIA Engineering Unit responsible products. Instruct/supervise up to two (2) CDCR Incarcerated Individuals using Computer Aided Design (CAD) software and engineering methods if business need or CALPIA mission statement requires. This position will be working out of Solano County.

8. Work Schedule: Day Shift, Monday-Thursday during the hours of 0600-1600

9. Percentage (%) of time performing duties:	**10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.**
	ESSENTIAL FUNCTIONS
50%	Design, develop, and maintain CALPIA products using Computer Aided Design (CAD) software, (specifically Autodesk AutoCAD, Autodesk Inventor, Autodesk Vault Professional), or other software as required with minimal direction and at speeds commensurate with private industry. Apply industry and CALPIA Engineering Unit standards for the following subjects: engineering drawings, 3D laser scanning data capture and processing, engineering project management, electronic data management, manufacturing methods, testing standards and certifications.
30%	If assigned, provide instruction/supervision for up to two Incarcerated Individuals in the use of Computer Aided Design (CAD) software, (specifically Autodesk AutoCAD, Autodesk Inventor, Autodesk Vault Professional), or other software as required. Provide training on the subjects: engineering drawings, engineering project management, electronic data management, manufacturing methods as they apply to industry and CALPIA Engineering Unit standards so that the Incarcerated Individuals may assist the Engineering Unit to complete assigned tasks and be successful upon release.
10%	Work with other personnel within CALPIA factories, divisions & units as well as Engineering Unit staff to achieve the goals of the California Prison Industry Authority. Travel to CALPIA factories as required.

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9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
10%	**MARGINAL FUNCTIONS** Perform other job-related duties as required. **ADDITIONAL EXPECTATIONS** Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Prison Industry Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs. Tact, patience, and the ability to work with people who are confined in a correctional facility.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME: VACANT	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Doug Spivey	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: RL 8/05/2024		