CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office: Valley State Prison/Operations/CALPIA	**2. Unit/Industry/Enterprise:** Laundry
3. Classification Title: P.I. Superintendent II (Laundry)	**4. Proposed Incumbent (if known):** Vacant
5. Current Position Number (Agency-Unit-Class-Serial): 921-420-2108-001	**6. Effective Date:**

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

Under general direction of the Prison Industries Manager (General), the Prison Industries Superintendent II (Laundry) is responsible for the overall operation of Prison Industry Authority (PIA) Laundry that services the Central California Women's Facility (CCWF), Valley State Prison (VSP), and various other institutions as needed. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.

8. Work Schedule: Monday -Thursday 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
40%	Responsible for the overall day-to-day management of the Laundry enterprise. Responsible for all aspects of laundry operations, including the process of cleaning fabrics; planning and scheduling labor; material and equipment processing; quality control; process control; inventory control; methods analysis; cost control; materials research; procurement; safety and personnel issues.
20%	Prepares Laundry billings; makes recommendations for needed materials and equipment. Directs the preparation of records, procurement orders, inventories and repairs on production processing equipment.
15%	Selects, trains, develops, counsels and supervises subordinate staff; evaluates staff performance and staff development needs. Holds safety and staff meetings a required.
10%	Supervises and coordinates the installation, operation maintenance and repair of laundry equipment. Makes recommendations to increase production efficiency, product quality and the conservation of energy and water resources.
5%	Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; 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.

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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.
	MARGINAL FUNCTIONS
5%	Keeps apprised of new developments and techniques in the laundry industry. Fulfills the annual In-Service training (IST) requirements. Keeps apprised of the rules and regulations of the Department of Corrections and Rehabilitation and the Institution. Performs other duties related to the classification as required.
5%	Implements the individual components of the Industry Employment Program (IEP). Trains and motivates incarcerated individuals in personal development through their participation of the program.
	ADDITIONAL EXPECTATIONS
	Assignments during tour of duty may include sole responsibility of the supervision of incarcerated individual and/or the protection of personal and real property.

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: Josh Verburg	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: BL 10/15/24		