CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office: CEN/CAL/OPS/CALPIA	**2. Unit/Industry/Enterprise:** Administration
3. Classification Title: Prison Industries Manager (General)(Lead)	**4. Proposed Incumbent (if known):** Vacant
5. Current Position Number (Agency-Unit-Class-Serial): 405-100-7157-001	**6. Effective Date:**

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

Under general direction of the Branch Manager - Southern Region, the Prison Industries Manager (General) is responsible for supervision of the operations at Centinela State Prison (CEN) and Calipatria State Prison (CAL). 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 – Friday, 0800-1700

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
30%	Provides direction and leadership to CALPIA operations within the institutions; responsible for overall production and administrative functions to include: production and inventory controls, procurement, accounting, warehousing and personnel; maintains discipline; oversees the efforts of CALPIA staff in the areas of manufacturing, fabrication, quality and delivery of products and services to CALPIA customers; serves as liaison between CALPIA and other state agencies and private vendors in matters related to new product development; actively supports and promotes the Industry Employment Program (IEP). Responsible to ensure regulatory compliance and satisfactory outcomes on all applicable internal and external audits.
25%	Provides oversight to various supervisory staff in matters associated with day-to day operations of the programs under their control and interacting with other CALPIA and institution managers and CALPIA central office staff; provides direction to subordinate staff in regards to work assignments, training, and production methods and staff performances; promotes and facilitates upward mobility training; conducts regular staff meetings and serves on institution and CALPIA committees as requested by the CALPIA executive management, institutions Wardens, and/or institution Chief Deputy Wardens.
20%	Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects work site for contraband, such as weapons or illegal drugs; analyzes situations accurately and takes effective action as necessary.
20%	Ensures that subordinate staff receives adequate training to achieve, exceed and maintain satisfactory performance appraisals in the areas of their responsibilities; becomes familiar with and implements the provisions for various management resources and references, including but not limited to: applicable Penal Code and Government Code sections and other laws, regulations, bargaining unit agreements, State Administrative Manual sections, California Department of Corrections and Rehabilitation Operations Manual, State Personnel Board and Department of Personnel Administration laws and regulations, Title 15, all health and safety requirements including Title 8 and 22, Injury and Illness Prevention Program (IIPP) and the policies and procedures of CALPIA; ensures staff are familiar with the provisions of these and other references and their adherence.
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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.
5%	**MARGINAL FUNCTIONS** Serves on personnel qualifications panels and provides necessary input on the hiring of new employees, or the promotions of current employees.
	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. It is all staff's responsibility to ensure that sensitive information is maintained in a secure manner and that incarcerated individuals do not obtain access to such information. You are required to familiarize yourself with the details of handling sensitive information contained in the Information Security Awareness handbook located at your computer desk area.

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: Robert Hernandez	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: BL 10/17/24		