

**DUTY STATEMENT**



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|---|--|---|--|
| <b>1. Institution/Division/Office:</b><br>Central Office/Operations Division/CALPIA   |  | <b>2. Unit/Industry/Enterprise:</b><br>Operations Division-Services   |  |
| <b>3. Classification Title:</b><br>C.E.A. A- Branch Manager, Services   |  | <b>4. Proposed Incumbent (if known):</b><br>Vacant  |  |
| <b>5. Current Position Number (Agency-Unit-Class-Serial):</b><br>063-060-7500-005   |  | <b>6. Effective Date:</b>   |  |
| <b>7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:</b><br>General Manager, Facility Operations-Operations Division, this position provides a high level of management of various programs and supervision of staff that leads to the success of the California Prison Industry Authority (CALPIA). This includes all matters related to policy, production of goods, provided services, personnel, budgeting, fiscal, and procurement. This position is responsible for various programs and institutions which include directly managing enterprise staff in Central Office and field Administrator/Lead Managers. |  |   |  |
| <b>8. Work Schedule:</b>  |  |   |  |
| <b>9. Percentage (%) of time performing duties:</b>   |  | <b>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.</b>   |  |
| 40%   |  | <p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> Provides policy direction and leadership in all personnel, budget, fiscal, procurement, production, matters relating to the operation of correctional industries statewide.   |  |
| 25%   |  | Formulates policies relating to the production and performance standards for each industry in the branch; monitors industry efficiency and delivery performance and makes changes when appropriate; conducts reviews of enterprises used as the basis for enterprise expansion, reduction or closure.               |  |
| 20%   |  | Provides general direction to lead field and Central Office production specialists. Develops product specifications and through subordinate staff, designs all branch products; develops divisional strategies for the expansion of incarcerated individuals employment, certification and pre-employment programs. |  |
| 10%   |  | Independently represents CALPIA with control agencies and on custody and contractual matters. Represents CALPIA and the Prison Industry Board on inquiries from the legislature and control agencies. Testifies at Public hearings.   |  |
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| <p><b>9. Percentage (%) of time performing duties:</b></p> <p>5%</p> | <p><b>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.</b></p> <p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Acts in the absence of the Assistant General Manager, Facility Operations-Operations Division.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees, or that of incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.</p> |
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**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:**

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| <p><b>PRINT EMPLOYEE NAME:</b><br/>Vacant</p>                   | <p><b>EMPLOYEE SIGNATURE:</b></p>           | <p><b>DATE:</b></p> |
| <p><b>PRINT MANAGER/SUPERVISOR NAME:</b><br/>Nicole Collins</p> | <p><b>MANAGER/SUPERVISOR SIGNATURE:</b></p> | <p><b>DATE:</b></p> |
| <p><b>HR APPROVAL:</b><br/>SC 02/10/25</p>                      |   |                     |