

DUTY STATEMENT



1. Institution/Division/Office: CSP Solano (SOL)/Operations/CALPIA		2. Unit/Industry/Enterprise: Bindery	
3. Classification Title: Ind. Sup, P.I. (BINDERY)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 075-301-7218-002		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Prison Industries Superintendent II (Bindery), the Bindery Supervisor is responsible for the manufacture of folios, diploma covers, C-files, soft signs, safety vests, and the supervision of incarcerated individual workers. in the performance of these duties, the incumbent supervises the use of all types of bindery equipment, including paper cutters, slitters, glue machines, silk screen printers, heat sealers, and riveting machines. 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.	
30%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Plan and schedule bindery production operations, including scheduling for labor, material production, and use of equipment. Responsible for quality control, production control, inventory control, and personnel development. Responsible for seeing all assigned work is completed on schedule to meet due date requirements. Implements the individual components of the Industry Employability Program by training and motivating incarcerated individuals in personal development through their participation in the program..</p>	
25%		Plans and coordinates the flow of raw materials into finished goods. Make recommendations to increase production efficiency and quality. keeps abreast of industry developments/products and institution/department rules and regulations; operates an enterprise resource system and performs transactions related to the manufacturing of bindery products. Supervises the setup, adjustment, and operation of equipment.	
20%		Supervises incarcerated individual workers in production methods. Conducts safety meetings including fire drills. Trains new incarcerated individuals to prevent accidents and injuries on the job. Safeguards state property. Writes reports and recommends pay increases/decreases. Recommends appropriate actions on quarterly reports. Analyzes situations accurately and takes effective/necessary action.	
10%		Prepares and assists with incarcerated individual time cards and incarcerated individual performance reports. Ensure the worker pay plan is followed; approve assignments and pay increases; review staffing and worker concerns, complaints, performance standards, and alike reports	
10%		Maintains order and supervises the conduct of incarcerated individuals 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; and does other related work.	
(Continued on Page Two)			

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<p>9. Percentage (%) of time performing duties:</p> <p style="text-align: center; margin-top: 20px;">5%</p>	<p>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.</p> <p style="text-align: center; margin-top: 10px;">MARGINAL FUNCTIONS</p> <p>Keeps apprised of new developments and techniques in industry. Attends seminars and In-Service-Training. Keeps apprised of institution and department rules and regulations.</p> <p style="text-align: center; margin-top: 40px;">ADDITIONAL EXPECTATIONS</p> <p>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.</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:

PRINT EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Eric Bengtson	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: SC 02/12/25		