

1. Institution/Division/Office:		2. Unit/Industry/Enterprise:	
CSP-Solano/Operations/CALPIA		Metal Fabrication	
3. Classification Title: Industrial Supervisor, P.I. (Metal Fabrication)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 075-481-7191-017		6. Effective Date:	
7. Briefly (1 or 2 senter	nces) describe the position's organization setting and m	ajor functions:	
kinds of metal products. and shears, bending mac	The incumbent supervises the use of all types of metal whines, drill presses, and support equipment. Also respon	incumbent supervises the manufacture, painting, and finishing of various working machines, including: spot welders, punch presses, power brakes isible for forklift operators, stock attendants, and janitors. California Department of Corrections and Rehabilitation institution and/or	
8. Work Schedule: Mc	onday through Thursday 0615 to 1615		
9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned related tasks under the same percentage (%) wi	d to the position and the percentage (%) of time spent for each. Group th the highest percentage (%) listed first.	
	ESSENTIAL FUNCTIONS		
45%	Supervises and trains incarcerated i	ndividual workers in metal fabrication and	
	production methods; maintains discipline and security; plans and schedules		
	operations including scheduling labor and materials; supervises the setup,		
	adjustment and operation of equipment; responsible for quality control, and		
	production control, and inventory control; ensures all assigned work is completed on		
	schedule to meet due date requirements; follows and performs tool control		
	procedures; implements the individual components of the Industry Employment		
	Program by training and motivating incarcerated individuals in personal development		
	through their participation in the program.		
	Plans and coordinates the flow of ra	aw materials into finished goods; makes	
30%	recommendations to increase produ	uction efficiency and quality; keeps abreast of	
	industry to increase production efficiency and quality; keeps abreast of industry		
	developments/products and institution/department rules and regulations; operates		
	a computer system (ERPLx, SAGE, etc.) and performs transactions related to the		
	manufacturing of metal products.		
20%	Trains incarcerated individuals how	to prevent accidents and injuries on the job;	
2076	safeguards state property; prepares performance evaluations for pay		
	increases/decreases; records incarcerated individual timekeeping; prepares		
	disciplinary documentation when necessary; analyzes situations accurately and takes		
	effective action.		
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9. Percentage (%) of time performing	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.				
duties:	MARGINAL FUNCTIONS				
5%	Holds safety meetings including fire drills; other duties as assigned including				
		dual counts and attending In-Service	•		
		U	5.		
	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.				
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A CO PRINT EMPLOYEE NAME:			DATE		
Vacant		EMPLOYEE SIGNATURE:	DATE:		
PRINT MANAGER/SUPERVISOR NAME: KeOndre Vance		MANAGER/SUPERVISOR SIGNATURE:	DATE:		
HR APPROVAL:					
KS 3/10/25					