

| 1. Institution/Division/ | | 2. Unit/Industry/Enterprise: | | | |
|---|--|--|--|--|--|
| | g Facility/Operations Division/CALPIA | Wood Products | | | |
| 3. Classification Title: Industrial Supervisor | , Prison Industries (Wood Products) | 4. Proposed Incumbent (if known): Vacant | | | |
| | mber (Agency-Unit-Class-Serial): | 6. Effective Date: | | | |
| | nces) describe the position's organization setting and | major functions: | | | |
| Under the direction | of the Prison Industries Superintendent I (W | ood Products), the incumbent is responsible for assisting in | | | |
| the overall planning, organization, and supervision of the wood products enterprise within a state correctional facility. | | | | | |
| Employees will have | regular and substantial contact with person | s incarcerated in California Department of Corrections and | | | |
| Rehabilitation institu | ition and/or medical facilities | | | | |
| 8. Work Schedule: MO | nday – Thursday 0615-1615 | | | | |
| 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: | ESSENTIAL FUNCTIONS | | | | |
| 40% | Supervises incarcerated workers in the production line manufacturing of furniture. | | | | |
| | Trains, and instructs incarcerated workers in safe and proper use of tools and | | | | |
| | machinery used in furniture manufacturing including, but not limited to, cutting, | | | | |
| | milling, laminating, machining, assembly, sanding, finishing, final touch-up and | | | | |
| | | | | | |
| | repairs. Assigns work to incarcerated workers and checks quality and quantity of | | | | |
| | work performed and it's conformance to established standards. Maintains inventory | | | | |
| | control of raw goods, component parts, hardware and other items used in furniture | | | | |
| | production. Is responsible for safe pallet jack and forklift operation. Maintains tool | | | | |
| | control security and inventories for all handheld and small power tools. | | | | |
| 30% | Trains incarcerated workers in safe | ety and the use of safety equipment. Conducts | | | |
| | safety meetings, maintains safety records and documents performance. Performs | | | | |
| | safety inspections and assigns all d | lepartmental work. Strives to prevent accidents | | | |
| | and injuries on the job. Safeguards state property, trains, counsels and supervises | | | | |
| | incarcerated workers in the production of work and personal development. | | | | |
| | | | | | |
| | Maintains discipline and control of assigned incarcerated workers during work hours. | | | | |
| 15% | • | nd disciplinary reports of incarcerated workers. | | | |
| | | | | | |
| 5% | Works with the mechanic to keep | all shop equipment operating in a safe efficient | | | |
| 270 | manner. Keeps apprised of new developments and techniques used in wood | | | | |
| | products production. Attends required training provided by IST. | | | | |
| | products production. Attends requ | | | | |
| 5% | Keeps apprised of institution and c | lepartment rules and regulations. Implements the | | | |
| | individual components of the Industry Employment Program, trains and motivates | | | | |
| | incarcerated workers in their personal development through their participation in | | | | |
| | the program. | | | | |
| | | | | | |
| | (Continued on Page Two) | | | | |



| 9. Percentage (%) of time performing | | . 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% | Perform other duti | MARGINAL FUNCTIONS es assigned and/or required as re | | | |
| | 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 COPY OF THE DUTY STATEMENT: | | | | | |
| PRINT EMPLOYEE NAME: Vacant | | EMPLOYEE SIGNATURE: | DATE: | | |
| PRINT MANAGER/SUPERVISOR NAME: Wilson Blades | | MANAGER/SUPERVISOR SIGNATURE: | DATE: | | |
| HR APPROVAL: RL 11/22/24 | | | | | |