



# JOB OPPORTUNITY BULLETIN

**Release Date: April 25, 2014**

**Bulletin Number: 14-17**

*An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

**HOW TO APPLY:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to the position location indicated. **Please indicate if you are a SROA/Surplus employee. Please indicate the classification and position number on your application.**

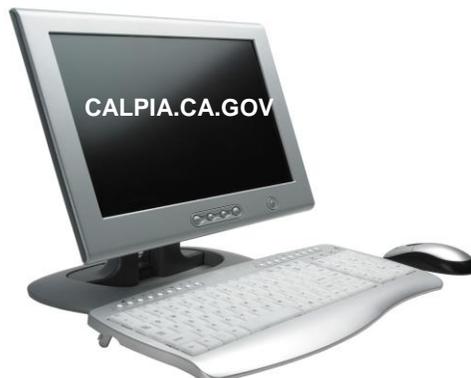
Applications will be screened and only the most qualified will be contacted for an interview. All appointments are subject to State Restrictions of Appointment (SROA) procedures.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

**ALL POSITIONS ARE PERMANENT FULL-TIME, UNLESS OTHERWISE NOTED.**

**APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED BY THE FINAL FILING DATE INDICATED.**

**THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.**



#### **POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

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CALIFORNIA RELAY (TELEPHONE SERVICE FOR THE DEAF OR HEARING – IMPAIRED)  
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**ACCOUNTING OFFICER (SPECIALIST) - POSITION #063-041-4546-005 – \$3841-\$4810 - FINAL FILING DATE: MAY 2, 2014 - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, ACCOUNTING SERVICES – ACCOUNTS PAYABLE UNIT – 560 EAST NATOMA STREET, FOLSOM, CA 95630

The California Prison Industry Authority (CALPIA) is currently recruiting for an Accounting Officer (Specialist) position to work in the Accounts Payable Unit. **\*\*\*FREE PARKING\*\*\***

**DESCRIPTION OF DUTIES:** Under general supervision from the Senior Accounting Officer supervisor or an Accounting Administrator, the incumbent will be responsible for variety of duties in the Accounts Payable Unit. Responsibilities include:

- Analyze and correct General Ledger coding
- Independently prepare and analyze adjusting journal entries
- Generate and analyze accounting reports
- Prepare and analyze Claims Filed and Worker's Compensation reports
- Assist with processing vendor payments; i.e., assemble claims schedules, calculate discounts, key-enter data into the CALPIA's automated enterprise-wide accounting system (acronym ERPlx), etc.,
- Communicate with CALPIA and government control agency employees at all levels.

**DESIRABLE QUALIFICATIONS:**

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Accounting education in government, financial and cost accounting
- Knowledge of the accounting internal controls
- Excellent interpersonal and communication skills
- 
- Experience in Microsoft Excel and Word applications
- Excellent organizational skills
- Detail oriented, analytical, able to meet deadlines while maintaining accuracy
- Dependable, outstanding attendance

**WHO MAY APPLY:** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **ACCOUNTING OFFICER, SPECIALIST**. Applications will be screened, and only the most qualified will be scheduled for an interview. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**ACCOUNTING TECHNICIAN - POSITION #096-100-1741-001 - LIMITED TERM 14 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) – \$2638 - \$3305 (THIS POSITION IS ELIGIBLE TO RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – THURSDAY 0530 – 1530**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP – SAN QUENTIN, ADMINISTRATION, P.O. BOX B, SAN QUENTIN, CA 94964.

**DESCRIPTION OF DUTIES:** Maintain and control purchasing documents; match all purchase orders against receipts and invoices for accuracy, and forward to California Prison Industry Authority (CALPIA) central office for payment. Schedule staff meetings and travel arrangements. Prepare and maintain staff attendance. Prepare and track staff hiring packages. Maintain inmate assignment records and quotas for all factories and administration. Maintain and prepare inmate payroll, attendance records, and month-end reports. Prepare the Annual Budget for the review of the Prison Industry Manager. Prepare spreadsheets for the Prison Industries Manager and Superintendents. Forward financial reports to CALPIA's central office. Ordering, storing, and issuing office supplies. Keep and update property records, assist CALPIA's Property Inspector from Central Office with inventory and prepare applicable paperwork on equipment. Maintain transaction records of inventory and assist in coordinating the annual physical inventory. Supervise inmate workers and maintain timekeeping, performance evaluations, and work incentive programs. Utilize the Enterprise Resource Planning System (ERPLx) to maintain, monitor, and track purchasing of materials and billing of products. This position supervises at least two inmate clerks for a minimum of 173 hours per pay period.

**SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action. Knowledge of California Department of Corrections and Rehabilitation/California Prison Industry Authority laws, rules, procedures, and regulations is a plus.

**WHO MAY APPLY:** Persons currently in the classification, those who are within lateral transfer range, or those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **ACCOUNTING TECHNICIAN**. Applications will be screened, and only the most qualified will be scheduled for an interview. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, CSP – San Quentin, Attn: Andrew Howell, P.O. Box B, San Quentin, CA 94964

**CONTACT:** ANDREW HOWELL AT (415) 455-5013

**ASSOCIATE PROGRAMMER ANALYST (SPECIALIST) - POSITION #063-045-1579-003 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4619-\$6074 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 7:00 – 4:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, MANAGEMENT INFORMATION SYSTEMS (MIS), 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under general direction of the Prison Industries Manager – CTE, Operations and the technical direction of the Data Processing Manager I of the Application Development group within MIS. Supervises, trains and prioritize work for assigned male offenders in the development and maintenance of complex client/server, Intranet and Internet applications; Assists in analyzing, developing, and testing code. Develop and document user requirements. The incumbent will work independently, as well as with a team of analysts, programmers, and testers. Assignments will involve multiple tasks and will require effective oral and written communication. Oversee the teaching of modern web development using Python and its associated web frameworks, pair programming, Git and Source Control, Interview skills, SQL and ORMS, NoSQL, HTML, CSS, JS, Ajax, WebSockets, etc. and other applicable programming languages.

**SKILLS and ABILITIES:** Ability to work in a fast-paced environment with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully and effectively with staff at all levels. Travel is required and work hours may vary. Additionally, must be physically able to lift up to 25 lbs.

**WHO MAY APPLY:** Employees with permanent status in the classification, lateral transfer eligibility, or those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)**.

Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**CONSTRUCTION SUPERVISOR I, (CORRECTIONAL FACILITY) – 058-750-4107-001 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4837-\$6054 – FINAL FILING DATE: MAY 9, 2014 - WORK SHIFT: MONDAY – THURSDAY 0630-1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA MEN'S COLONY, CONSTRUCTION SERVICES FACILITIES MAINTENANCE, P.O. BOX 8101, HWY 1 NORTH, SAN LUIS OBISPO, CA 93401-8101

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator at the California Men's Colony, the Construction Supervisor I coordinates, directs and supervises as assigned, construction projects, leads and trains inmate workers, casual trades persons and other staff on inmate labor construction programs involving construction, alteration or large scale repair of buildings and structures. Trains and supervises inmates on the Hazardous Materials Program, and in Lead and Asbestos Abatement, and maintains up-to-date records. Contacts vendors regarding price and quality of material needed, and documents and analyzes the feasibility of repairs. Makes decisions and coordinates the availability and timely arrival of all appropriate construction equipment. Assists in budget preparation. Enforces safety rules and ensures compliance with safe work practices and work conditions. Is responsible for maintenance, accountability and inventorying of all equipment, materials, and tools in his/her workplace.

**REQUISITE SKILLS AND ABILITIES:** This classification must possess a Class C driver's license. Skill and ability to supervise a Construction Services enterprise, including knowledge of methods, materials, machinery processes, tools, and equipment used in construction and lead/asbestos abatement, quality control, safety practices, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates or residents in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **CONSTRUCTION SUPERVISOR I, (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews

**Please indicate if you are SROA/Surplus employee on your application. Please indicate the classification, location and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Attn: Frank Villarreal, P.O. Box 8101, Hwy 1 North, San Luis Obispo, CA 93401-8101

**CONTACT:** FRANK VILLARREAL AT (805) 547-7884

**CUSTODIAN (CORRECTIONAL FACILITY) - \$2098-\$2625 - THIS POSITION IS ELIGIBLE TO RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL - WORK SHIFT: MONDAY – FRIDAY, 0700 – 1500 (WORK HOURS MAY VARY)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

**\*\*PLEASE SEE BELOW FOR LOCATIONS OF POSITIONS\*\***

**\*DESCRIPTION OF DUTIES:** Under the supervision of the lead Custodian, performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **CUSTODIAN (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630  
**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**\*POSITIONS ARE LOCATED AT THE FOLLOWING INSTITUTIONS: PLEASE INDICATE WHICH LOCATIONS YOU WOULD BE INTERESTED IN WORKING AT. IF YOU DO NOT INDICATE WHAT LOCATION, WE WILL CONSIDER YOU TO BE INTERESTED FOR ANY LOCATION:**

**PLEASE NOTE: Prior to applying for any of the following Custodian (CF) vacancies, you must first attain list eligibility by taking the Training & Experience Assessment exam(s) via the internet at <http://cphcs.hodesiq.com/bl/joblist.asp>**

**CALIFORNIA CORRECTIONAL CENTER (CCC), (HFM), 711-045 CENTER ROAD, SUSANVILLE, CA 96127-6508 – POSITION # 965-760-2006-XXX – 2 POSITIONS – FINAL FILING DATE: MAY 9, 2014**

**CALIFORNIA STATE PRISON – LOS ANGELES (LAC), (HFM), 44750 60<sup>TH</sup> STREET, LANCASTER, CA 93536-7620 - POSITION # 399-760-2006-XXX – 3 POSITIONS - FINAL FILING DATE: MAY 2, 2014**

**HIGH DESERT STATE PRISON (HDSP), (HFM), 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96127 – POSITION # 933-760-2006-XXX – 2 POSITIONS – FINAL FILING DATE: MAY 9, 2014**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630  
**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**CUSTODIAN SUPERVISOR II, (CORRECTIONAL FACILITY) - \$2507-\$3142 - THIS POSITION IS ELIGIBLE TO RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL - WORK SHIFT: MONDAY – FRIDAY 0700-1500 (WORK HOURS MAY VARY).**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

**\*\*PLEASE SEE BELOW FOR LOCATIONS OF POSITIONS\*\***

**\*DESCRIPTION OF DUTIES:** Under the direct supervision of the Prison Industries Administrator (HFM), performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates key components of the Inmate Employability Program; Supervises the conduct of inmate workers in the janitorial program, Maintains tool and key control per the department and institutional procedures. Maintains accurate offender counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **CUSTODIAN SUPERVISOR II, (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630  
**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**\*POSITIONS ARE LOCATED AT THE FOLLOWING INSTITUTIONS: PLEASE INDICATE WHICH LOCATIONS YOU WOULD BE INTERESTED IN WORKING AT. IF YOU DO NOT INDICATE WHAT LOCATION, WE WILL CONSIDER YOU TO BE INTERESTED FOR ANY LOCATION:**

**PLEASE NOTE: Prior to applying for any of the following Custodian Supervisor II (CF) vacancies, you must first attain list eligibility by taking the Training & Experience Assessment exam(s) via the internet at <http://cphcs.hodesiq.com/bl/joblist.asp>**

**CALIFORNIA CORRECTIONAL CENTER (CCC), (HFM), 711-045 CENTER ROAD, SUSANVILLE, CA 96127-6508 – POSITION # 965-760-2004-001 – FINAL FILING DATE: MAY 9, 2014**

**CALIFORNIA REHABILITATION CENTER (CRC), (HFM), 5<sup>TH</sup> STREET AND WESTERN, NORCO, CA 92860 – POSITION # 964-760-2004-0001 – FINAL FILING DATE: MAY 2, 2014**

**CALIFORNIA STATE PRISON – LOS ANGELES, (LAC), (HFM), 44750 60<sup>TH</sup> STREET, LANCASTER, CA 93536-7620 - POSITION # 399-760-2004-001 – FINAL FILING DATE: MAY 2, 2014**

**CORRECTIONAL TRAINING FACILITY (CTF), (HFM), HWY 101 NORTH, SOLEDAD, CA 93960 – POSITION # 104-760-2004-001 – FINAL FILING DATE: MAY 2, 2014**

**HIGH DESERT STATE PRISON (HDSP), (HFM), 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96127 – POSITION # 933-760-2004-001 – FINAL FILING DATE: MAY 9, 2014**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630  
**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**CUSTODIAN SUPERVISOR II, (CORRECTIONAL FACILITY) - 3 POSITIONS - POSITION #063-760-2004-VAR – LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$2507-\$3142 – FINAL FILING DATE: UNTIL FILLED. THIS POSITION IS ELIGIBLE TO RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL - WORK SHIFT: MONDAY – FRIDAY 0700 – 1600**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM), CENTRAL OFFICE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent II, (Maintenance & Repair) (M&R)) the Custodian II is responsible for training and auditing Healthcare Facilities Maintenance operations at Multiple institutions. Plans and helps in the organizing of trips for the audit/training team that will travel and review the Overall operational performance of Healthcare Facilities Maintenance programs at multiple institutions. Assists in developing and maintaining audit checklist. Inspects program for proper storage of chemicals and records of chemical inventory supplies. Review complaints received from customers and recommends necessary adjustments; as required. Maintains records and prepares reports for Prison Industries Superintendents and Central Office. Assists the Prison Industries Superintendent II in establishing a working schedule for continuous training of new employees and updating current employees in janitorial procedures. Stays up-to-date on current quality and production standards. Reviews Corrective Action Reports (CARS) and Preventative Action Reports (PARS) and Corrective Action Plans and tracks all issues occurring in multiple locations. Reviews Health and Safety Programs at each location. Performs safety inspections at locations visited and provides input to help maintain a safe work environment. Stays up-to-date on all CAL-OSHA, Title 22 and the California Correctional Health Care Services (CCHCS) Division requirements and updates the training program to include those changes and updates. The position reviews inspection checklists from each institution.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, incumbents must have the requisite skill and ability to oversee janitorial operation. Possess the knowledge of: methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in janitorial work; State Health and Safety Titles 8, 15 and 22; ability perform duties as required such as: prepare special audit reports. Must be willing to travel.

**DESIRABLE QUALIFICATIONS:** Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels.

**WHO MAY APPLY:** **SROA and Surplus are encouraged to apply.** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **CUSTODIAN SUPERVISOR II, (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be interviewed.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**CUSTODIAN SUPERVISOR III, (CORRECTIONAL FACILITY) – 966-760-2000-001 - \$2714-\$3398 - THIS POSITION IS ELIGIBLE TO RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL – FINAL FILING DATE: MAY 2, 2014 - WORK SHIFT: MONDAY – FRIDAY 0700-1500 (WORK HOURS MAY VARY).**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA MEDICAL FACILITY, HEALTHCARE FACILITIES MAINTENANCE (HFM), 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95696

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, incumbent performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Has direct responsible of the custodian staff in the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Inmate Employability Program; Supervises the conduct of inmate workers in the janitorial program, Maintains tool and key control per the department and institutional procedures. Maintains accurate offender counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **CUSTODIAN SUPERVISOR III, (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews

**Please indicate if you are SROA/Surplus employee on your application. Please indicate the classification, location and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**EQUIPMENT MAINTENANCE SUPERVISOR (CORRECTIONAL FACILITY) - POSITION #073-452-6865-001 - LIMITED TERM - 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4973-\$5738 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY - FRIDAY, 7:00 - 3:00 WITH NO LUNCH BREAK**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ON-TIME DELIVERY - CENTRAL, DISTRIBUTION CENTER, CALIFORNIA STATE PRISON - CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Advises and instructs journeymen mechanics in two separate facilities in the repair of tractors, trailers, refrigerated units, material handling equipment and other related equipment. Inspects incoming equipment to determine repairs needed. This position is responsible for stocking and maintaining supplies and parts for two facilities. Sets priority and assigns work and reviews progress of work. Provides occupational and safety training to staff, maintains training records. Service, repair and maintain trucks, truck tractors, buses, various types of support vehicles and/or other equipment powered by diesel or gasoline engines. Service, repair and maintain trailers (dry vans & flatbeds), refrigerated trailer, forklifts and other material handling equipment in keeping with governmental rules and regulations. Determine and estimate cost of parts and materials necessary in the service, repair and maintenance of Distribution Center and other PIA factory equipment. Supervise and instruct inmate workers in the repair, service and maintenance of equipment; in the safe and proper use of tools; in the safe operation machinery used in the shop and in the handling of volatile substances.

**SKILLS AND ABILITIES:** This position requires a Commercial Driver License, subject to Department of Transportation (DOT) random drug testing in accordance with Federal and State Law, and California Department of Corrections and Rehabilitation (CDCR) regulations. Persons appointed to a position in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally and emotionally stressful situations encountered on the job. Such as climbing up and down equipment; pulling and exerting force in repair of equipment; lifting weight up to 100 lbs; and/or in the protection of personal and real property without compromising their health and well-being or that of their fellow employees, or that of inmates.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **EQUIPMENT MAINTENANCE SUPERVISOR (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**EXECUTIVE ASSISTANT - POSITION #063-022-1728-902 – LIMITED TERM 12 MONTHS (MAY BECOME PERMANENT AT A LATER DATE) - \$3288-\$4116 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, EXECUTIVE OFFICES – 560 EAST NATOMA STREET, FOLSOM, CA 95630

**POSITION IS LOCATED IN FOLSOM, CALIFORNIA – WITH FREE PARKING**

**DESCRIPTION OF DUTIES:** Under the general direction of the General Counsel, Legal Services and the Assistant General Manager, Marketing, the incumbent will provide staff assistance on sensitive departmental/or program issues. This position provides administrative assistance and secretarial support performing typical executive office duties. This position is responsible for performing a variety interesting assignments ranging from simple to most complex. Incumbent must be able to work independently and without detailed instructions.

**DESIRABLE QUALIFICATIONS:**

Ability to think clearly and analyze problems and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; Microsoft Word/Excel/Access Database and ProLaw; have effective telephone and interpersonal skills; ability to work independently; use good judgment; have good organizational skills; ability to maintain extensive filing and tracking systems and have excellent attendance and work ethics. Additionally, experience/background in secretarial and/or administrative support in a law office setting or a position supporting attorney(s).

**WHO MAY APPLY:** SROA and Surplus candidates are encouraged to apply. Candidates currently in the above classification, individuals with list eligibility, or those within lateral transfer range. Applications will be screened and only the most qualified will be scheduled for interviews. Applicants must include the basis for eligibility on their applications. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **EXECUTIVE ASSISTANT**. Applications will be screened, and only the most qualified will be scheduled for an interview. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**FREE VENTURE – PRIVATE INDUSTRIES SPECIALIST - POSITION #063-061-9550-002 - \$4833-\$6050 - LIMITED TERM 24 MONTHS (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, FREE VENTURE PROGRAM, 560 EAST NATOMA STREET, FOLSOM, CA

**DESCRIPTION OF DUTIES:** Under the general direction of the Program Administrator, the incumbent develops strategies to contact prospective Joint Venture Program (JVP)/Free Venture Program (FVP) employers through a network of trade shows, conferences, and civic organizations; identifies and initiates contact with management representatives of companies that may be potential program participants. Assists the Administrator with program activation tasks including but not limited to: evaluation of interested parties to determine suitability for program participation based upon the type of business and review of financial statements and business plans. Verifies with the Employment Development Department the Standard Occupational Classification codes, comparable wage ranges, and worker displacement; reviews proposed employee duty statements; acquires new employer information to include business license and federal identification numbers, security bond, etc.; prepares and submits federal certification request with required documentation. Assists the Administrator with processing contract and lease documents between program participants, California Department of Corrections and Rehabilitation (CDCR), the Department of General Services, Real Estate Services Division; review documents for accuracy and compliance; process contract and lease amendments; work with CDCR Legal Division in the standardization of JVP/FVP contracts and leases.

Monitors and evaluates the implementation and continuance of JVP/FVP within CDCR juvenile justice and adult institutions; conducts periodic reviews of JVP/FVP businesses to ensure compliance with federal and state guidelines and regulation governing the operation and implementation of the JVP/FVP; monitors and evaluates statewide program policies and procedures; prepares agenda and materials for JVP Advisory Board Meetings.

**DESIRABLE QUALIFICATIONS:**

- **Ability to represent the JVP/FVP to the business community**
- **Draft and implement policies and procedures**
- **Ability to work cooperatively with all levels of staff**
- **Organized, self-starter, motivated, and flexible**

**WHO MAY APPLY:** The following appointment options may be considered when filling this position: lateral transfers, reinstatements, and list appointments. Applicants from the Associate Governmental Program Analyst list are being considered. To find out how to become a State civil service employee, please go to the State Personnel Board (SPB) website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and/or go to the Associate Governmental Program Analyst examination at <http://jobs.ca.gov/Bulletin/Bulletin/Index?examCD=9PB04> to participate.

**HOW TO APPLY/APPLICATION REQUIREMENTS:**

Interested individuals must submit a STD 678, Examination and/or Employment Application to CALPIA, Human Resources, Attn: Human Resources, 560 East Natoma Street, Folsom, CA 95630. When applying for this position please note Position number 063-061-9550-001 on your application. Surplus applicants must attach a copy of their letter. The STD 678 can be accessed at the SPB website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

In addition to your STD 678 application, please provide a Statement of Qualifications (SOQ). Your SOQ will be considered as the first round interview process. If your responses and qualifications are competitive, you may be invited to an in person interview.

When completing the SOQ, please include relevant experience, education and training and provide clear and concise responses. Your responses should include the place of employment, dates of employment, and the duties you performed to demonstrate your competitiveness for this position. In addition a reference name and phone number must be provided for verification. Your SOQ must be no longer than two pages in length and no smaller than 10 pitch font.

**Applications received without an SOQ will not be considered; resumes, letters, and other materials will not be considered as responses to the SOQ.**

**Your SOQ must address each of the items below:**

- 1. Describe your steps to develop and implement a strategic marketing plan.**
- 2. Identify the process you have taken to market a product or service to the business community.**
- 3. Provide your experience evaluating interested businesses including the review of financial statements and business plans.**
- 4. Describe your background in assisting management with preliminary contract negotiations with companies for cooperative business ventures.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) – 2 POSITIONS - POSITION #063-390-6379-020, #063-390-6379-021 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3497-\$4019 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0430-1430.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ON-TIME DELIVERY-NORTH, 8681 YOUNGER CREEK DRIVE, SACRAMENTO, CA 95827.

**\*DESCRIPTION OF DUTIES:** Operates a variety of heavy truck tractors including two and three axle units coupled to various sized semi-trailers, trailers, doubles, refrigerated trailers, tank trailers, and flat beds. Delivers soiled and clean laundry, metal products, boxed goods, temperature controlled product (meat, eggs, poultry, milk) raw materials, hazardous and caustic products, bulk liquid, equipment, to and from various locations throughout the state. Observes all vehicle and highway laws in accordance with California Vehicle Code and demonstrates professional driver skills and courtesy. Loads and unloads trucks and trailers using loading and handling methods standard in the industry; ensures that the truck and trailers assigned to transport are in good mechanical condition and safe running order; ensure proper equipment servicing including but not limited to supplying the truck and oil, fuel, and coolants. Prepares reports, forms and keep records, including but not limited to daily sign in sheet, drivers logs, and bills of lading in accordance with CALPIA, CDC, DMV, and CHP procedures and laws. Report all deficiencies to the Industrial Warehouse and Distribution Supervisor. Supervises the conduct of inmates and maintains order during loading and unloading activities; conduct searches and inmate counts as needed. Ensures that all safety requirements are enforced in conjunction with the loading, movement and operations of all heavy equipment. Fulfills annual in-service training requirements.

**SKILLS AND ABILITIES:** The incumbent must possess a valid California Class A driver's license with certification for pulling double trailers, tankers and hauling of hazardous material and valid medical card. This position is also subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law Report all deficiencies to the Industrial Warehouse and Distribution Supervisor. Responsible for using proper safety methods for lifting and moving large items such as furniture, so as not to damage the items or do injury to self or others. Knowledge of vehicle maintenance procedures. Ability to effect emergency adjustments to the truck and power units including refrigerated trailer units. Tact, patience and ability to project a professional image to outside customers.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application.**

**Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) – POSITION #073-390-6379-003 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3497-\$4019 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0800-1600, NO LUNCH BREAK.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP – CORCORAN, ON-TIME DELIVERY – CENTRAL, 4001 KING AVENUE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Operates a variety of heavy truck tractors including two and three axle units coupled to various sized semi-trailers, trailers, doubles, refrigerated trailers, tank trailers, and flat beds. Delivers a variety of products including hazardous materials to and from locations throughout the state. Must observe all vehicle and highway laws in accordance with California Vehicle Code and demonstrate professional driver skills and courtesy. Loads and unloads trucks and trailers using loading and handling methods standard in the industry. Ensures that the truck and trailers assigned to transport are in good mechanical condition and safe running order. Ensures proper equipment servicing including but not limited to: supplying the truck and oil, fuel and coolants. Makes emergency adjustments to the truck and power units including refrigerated trailer units. Maintains a record of all work performed on the vehicle and performs safety inspections on a scheduled basis as required by law. Prepares reports, forms and keeps records including but not limited to: daily sign in sheets, route trip sheets, drivers logs, and bills of lading in accordance with CDC, PIA, DMV, and CHP procedures and laws. Reports all deficiencies to the Industrial Warehouse and Distribution Supervisor (On Time Delivery Unit).

**SKILLS AND ABILITIES:** This position requires possession of a California Class A driver's license with a certification for pulling double trailers, tankers and hauling of hazardous material and valid medical card. Knowledge of vehicle maintenance procedures. Ability to effect emergency adjustments to the truck and power units including refrigerated trailer units. Tact, patience and ability to project a professional image to outside customers. Will be included in the Department of Motor Vehicles (DMV) Employee Pull Notice (EPN) Program. Must be willing to work around inmates.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) – POSITION #073-390-6379-011 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3497-\$4019 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0400-1200, NO LUNCH BREAK.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP – CORCORAN, ON-TIME DELIVERY – CENTRAL, 4001 KING AVENUE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Operates a variety of heavy truck tractors including two and three axle units coupled to various sized semi-trailers, trailers, doubles, refrigerated trailers, tank trailers, and flat beds. Delivers a variety of products including hazardous materials to and from locations throughout the state. Must observe all vehicle and highway laws in accordance with California Vehicle Code and demonstrate professional driver skills and courtesy. Loads and unloads trucks and trailers using loading and handling methods standard in the industry. Ensures that the truck and trailers assigned to transport are in good mechanical condition and safe running order. Ensures proper equipment servicing including but not limited to: supplying the truck and oil, fuel and coolants. Makes emergency adjustments to the truck and power units including refrigerated trailer units. Maintains a record of all work performed on the vehicle and performs safety inspections on a scheduled basis as required by law. Prepares reports, forms and keeps records including but not limited to: daily sign in sheets, route trip sheets, drivers logs, and bills of lading in accordance with CDC, PIA, DMV, and CHP procedures and laws. Reports all deficiencies to the Industrial Warehouse and Distribution Supervisor (On Time Delivery Unit).

**SKILLS AND ABILITIES:** This position requires possession of a California Class A driver's license with a certification for pulling double trailers, tankers and hauling of hazardous material and valid medical card. Knowledge of vehicle maintenance procedures. Ability to effect emergency adjustments to the truck and power units including refrigerated trailer units. Tact, patience and ability to project a professional image to outside customers. Will be included in the Department of Motor Vehicles (DMV) Employee Pull Notice (EPN) Program. Must be willing to work around inmates.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) - POSITION #081-390-6379-004 - \$3497-\$4019 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY THROUGH FRIDAY, 0600-1400, RDO's SATURDAY AND SUNDAY. MAY BE REQUIRED TO WORK STATE HOLIDAYS THAT FALL WITHIN THE WORK WEEK.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ON-TIME DELIVERY - SOUTH, CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710.

**\*DESCRIPTION OF DUTIES:** Operates a variety of heavy truck tractors including two axle units coupled to various sized semi-trailers, trailers, doubles, refrigerated trailers, tank trailers, and flat beds. Delivers soiled and clean laundry, metal products, boxed goods, temperature controlled product (meat, eggs, poultry, milk) raw materials, hazardous and caustic products, bulk liquid, equipment etc., to and from various locations throughout the state. Observes all vehicle and highway laws in accordance with California Vehicle Code and demonstrates professional driver skills and courtesy. Loads and unloads trucks and trailers using loading and handling methods standard in the industry; ensures that the truck and trailers assigned to transport are in good mechanical condition and safe running order; ensure proper equipment servicing including but not limited to supplying the truck with oil, fuel, and coolants. Prepares reports, forms and keep records, including but not limited to daily sign in sheet, drivers logs, and bills of lading in accordance with CALPIA, CDC, DMV, and CHP procedures and laws. Report all deficiencies to the Industrial Warehouse & Distribution Manager I. Supervises the conduct of inmates and maintains order during loading and unloading activities; conduct searches and inmate counts as needed. Ensures that all safety requirements are enforced in conjunction with the loading, movement and operations of all heavy equipment. Fulfills annual In-Service Training requirements.

**ADDITIONAL REQUIREMENTS:** This position requires possession of a California Class A driver's license with certification for pulling double trailers, tankers, and hauling of hazardous material and valid medical card. Knowledge of vehicle maintenance procedures. Ability to effect emergency adjustments to the truck and power units including refrigerated trailer units. Tact, patience and ability to project a professional image to outside customers. This position is subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law, and will be included in the Department of Motor Vehicles (DMV) Employee Pull Notice (EPN) Program.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. Applications will be screened and only the most qualified will be scheduled for interviews. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)**. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) - POSITION #104-150-7198-010 - \$3924-\$4962 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0615 – 1615, 4/10**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960

**\*DESCRIPTION OF DUTIES:** The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent (Fabric Products), is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently check quality and quantity to meet established standards. Provides leadership, guidance and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate 1697's, inmate swipe (time) cards, with exception reports on a daily basis. Reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Checks to ensure 101's are accurate and finished at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

**DESIRABLE QUALIFICATIONS:** Personal computer experience and the ability to read patterns, experience in using various machinery associated with sewing and garment manufacturing.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Persons currently in the above classification, within lateral transfer range or those with list eligibility, and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Correctional Training Facility, P.O. Box 700, Soledad, CA 93960.

**CONTACT:** GREG SHEFFIELD AT (831) 678-5868

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) - POSITION #189-150-7198-001 - \$3924-\$4962 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0615 – 1415**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, SIERRA CONSERVATION CENTER, P.O. BOX 460, IONE, CA 95640

**\*DESCRIPTION OF DUTIES:** This position is located at the Sierra Conservation Center in Jamestown. Plans and schedules inmate labor, raw materials and equipment to meet production requirements, and quality control as it relates to our current work in process control, and inventory control. Inspects product for compliance with quality control under CALPIA procedures. Makes recommendations to increase productivity. Oversees the installation, basic maintenance, and repair of sewing machines and equipment; coordinates the flow of necessary raw materials and supplies. Conducts regular safety meetings and enforces safety rules in the operation of the shop and industrial equipment. Conducts safety inspections on a daily basis, and maintains records. Ensures that proper discipline, safety, and security are maintained within the work area, which may include searching the premises for contraband weapons and illegal drugs, and performing shakedowns. Ensures the integrity of institutional tool control procedures and inmate counts. Secures work area at end of shift. Provides training to inmates in fabric cutting and sewing. Ensures that all inmate workers comply with the requirements of the Injury and Illness Prevention Program (IIPP).

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed below by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request Form during open enrollment period may be considered. Interested incumbents at the Industrial Supervisor, Prison Industries level, those eligible for lateral transfers, and those with list eligibility may be considered. Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified individuals will be scheduled for interviews

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Mule Creek State Prison, P. O. Box 460, Ione, CA 95640.

**CONTACT:** TAMI CAGLE AT (209) 274-5924

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS) - POSITION #383-150-7198-001 - \$3924-\$4962 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0630 – 1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, P.O. BOX 1501, CHOWCHILLA, CA 93610-1501

**\*DESCRIPTION OF DUTIES:** Assigns, supervises and coordinates the work of a group of female inmates in the manufacturing of fabric products, silk-screening of garments and flags and the operation of various sewing and silkscreen equipment; plans and schedules inmate labor, raw materials, and equipment to meet production requirements and customer orders, and quality and quantity as it relates to current work in progress and inventory control. Inspects product for compliance with quality control under CALPIA specifications; makes recommendations to increase productivity; oversees the installation, basic maintenance, and repair of sewing machines and equipment; coordinates the flow of raw materials and supplies; conducts regular safety meetings and enforces safety rules in the operation of the shop and industrial equipment; conducts safety inspections on a daily basis, and maintains records; ensure that proper discipline, safety and security are maintained within the work areas, which may include searching the premises for contraband, weapons and illegal drugs; ensures the integrity of institutional tool control procedures and inmate counts; secures the work area at the beginning and end of shift; provides training to inmates in fabric cutting, sewing and silk-screening; and ensures that all inmate workers comply with the requirements of the Injury Illness Prevention Program (IIPP).

**SKILLS and ABILITIES:** In accordance with the class specifications, all incumbents must have the required skill and ability to supervise an industrial enterprise and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices and orders; production techniques' analyze situations accurately and take effective action; and keep records and prepare reports for successful job performance.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified individuals will be scheduled for interviews

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Central California Women's Facility, Attn: James Lasek, 23370 Road 22, P.O. Box 1501, Chowchilla, CA 93610-1501

**CONTACT:** JAMES LASEK AT (559) 665-5531 EXT. 7400

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FOOD & BEVERAGE PACKAGING) - POSITION #589-290-7155-001 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3924-\$4962 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY - FRIDAY 0700 – 1500, SATURDAY & SUNDAYS are RDOs**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

**\*DESCRIPTION OF DUTIES:** Assigns, supervises, and coordinates the work of a group of inmates operating food and beverage packaging equipment; schedules labor, materials, and equipment based on demonstrated need. Performs periodic quality control inspections; makes recommendations to increase productivity , conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment, performs daily user required maintenance and assists in the repair of all food and beverage packaging equipment; prepares the inventory for and maintains the control of tools, shop machinery, and volatile substances used in the service and repair of all equipment, requisitions supplies, parts and materials used in the operation of the enterprise, prepares written reports/documents and maintains files/records as required by the California Prison Industry Authority, Department of Corrections and Rehabilitation, USDA, California Department of Food and Agriculture, and/or any other regulatory agency applicable to the processing and packaging of food and beverage items.

**SKILLS AND ABILITIES:**

Demonstrated experience in the packaging of food and beverage products, quality control processes and procedures, experience working in a CDCR institution, understanding of modern PC applications, MS Word, Excel; desire to work in a team atmosphere.

**WHO MAY APPLY:** Persons who are in the above classification, the ability to lateral transfer, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, California State Prison - Corcoran, Attn: Robert Roehlk, 4001 King Avenue/P.O. Box 8800, Corcoran, CA 93212

**CONTACT:** ROBERT ROEHLK AT (5590 992-8800 EXT. 7727

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) - POSITION #073-420-2109-001 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3924-\$4962 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY - FRIDAY 0830 – 1630 (NO SCHEDULED LUNCH BREAK)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON - CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Assigns, supervises, and coordinates the work of a group of inmates in working, cleaning and distribution of institutional laundry, and in operation of the various laundry equipment, schedules labor, materials, and equipment use based on demonstrated need; Supervises the installation, maintenance, and repair of all laundry equipment; coordinates the flow of necessary materials, and supplies; maintains inventory records; Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; keeps time cards; assists with searches, shakedowns and inmate counts. This position may be required to work state holidays that fall within the work week.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, California State Prison - Corcoran, Attn: Robert Roehlk, 4001 King Avenue/P.O. Box 8800, Corcoran, CA 93212

**CONTACT:** ROBERT ROEHLK AT (559) 992-8800 EXT. 7727

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) - POSITION #075-421-2109-001 - LIMITED TERM 21 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3924-\$4962 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: TUESDAY - FRIDAY 0800 – 1800 (Clean Side)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696.

**\*DESCRIPTION OF DUTIES:** Under the direct supervision of the Prison Industries Superintendent I, (Laundry), this position is responsible for the supervision of inmate workers in the operation of the laundry enterprise. Typical duties include: supervises and coordinates the work of inmates in sorting and washing laundry, and the operation of various laundry equipment; maintains order, safety, and security within the work place; supervises the installation, maintenance, and repair of laundry equipment; maintains necessary materials, supplies, and inventory records. The incumbent is responsible for quality production, inventory, and cost controls; trains and evaluates the performance of inmates, including preparing inmate timekeeping records and disciplinary documentation; prepares production records and reports; conducts safety meetings; ensures a safe work environment; assists with custodial searches and inmate counts, and performs other duties as required.

**REQUISITE SKILLS and ABILITIES:** Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision; ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain form, impartial, and consistent discipline; understands rules, regulations, laws, and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance.

**DESIRABLE QUALIFICATIONS:** Experience in an industrial laundry enterprise with supervisory experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, California State Prison - Solano, Attn: Cheryl Whitworth, P.O. Box 640, Vacaville, CA 95696-0640

**CONTACT:** CHERYL WHITWORTH AT (707) 451-0182 EXT. 5044

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) - POSITION #081-420-2109-003 - \$3924-\$4962 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY - FRIDAY 1415 – 2245**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA INSTITUTION FOR MEN, P.O. BOX 128, CHINO, CA 91710.

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Laundry), incumbent is responsible for supervising, lead and train inmate workers in Laundry Production Methods, Safety, Fire Prevention Procedures, and work habits. This supervision includes but, is not limited to, the complete washing, shipping, flatwork and press department work process ranging from receiving materials through delivery of finished items to next step in the process, making sure that quality is built into the process. Responsible for filling out the Fire Safety Checklist daily, and implementation of the Prison Industry Authority (PIA) Fire Prevention Procedures outlined in the PIA Policies & Procedures Manual, Chapter 5000, Section 5010, Subsection 5011, Laundry Fire Prevention. Communicate and work with fellow staff so production is maintained in such a manner that allows a smooth transition from the soil side to the clean side. This is to ensure that clean linen is returned to the proper customers in a timely manner. Train each inmate worker in all aspects of safety. SB-198, the Code of Safe Practices and the Injury Illness Prevention Plan, mandates initial training shall be done upon assignment prior to beginning work. Additional training is required before the worker is assigned to another piece of equipment and/or moved to another position. Custody duties include supervision of inmates during morning and afternoon breaks if needed, following Escape Prevention Procedures; escorting inmates during controlled movement, conducting out-counts, searching work areas for contraband clothing, searching inmates at the end of the shift or any other time as required.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, and any other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, California Institution for Men, P.O. Box 128, Chino, CA 91710.

**CONTACT:** AARON WHITE AT (909) 606-7030

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR) - POSITION #075-451-7215-001 - \$4307-\$5451 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: 4/10/10 - MONDAY-THURSDAY, 0615 – 1615**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696.

**\*DESCRIPTION OF DUTIES:** Under the general supervision of the Prison Industries Superintendent II, Maintenance and Repair, this position is responsible for the supervision of inmate workers in the mechanical and electrical maintenance of machinery and facility of the Laundry enterprise; actively works on and maintains all shop equipment and machinery to ensure its safe and efficient operation; plans and schedules labor; responsible for material, tool and cost controls for maintenance; develops and implements on-going preventative maintenance program; maintains accurate maintenance records; stays abreast of current equipment and machinery technologies and implements such technologies when economically justified; purchases supplies and materials for the maintenance and repair of CALPIA equipment; develops and maintains safety standards and trains inmates in safety; conducts safety inspections; trains and evaluates the performance of inmates; responsible for inmate timekeeping records and disciplinary documentation; maintains order, safety and security within the work place; coordinates and supervises the installation of equipment and machinery; practices good housekeeping and holds safety meetings.

**REQUISITE SKILLS and ABILITIES:** The incumbent must possess knowledge of: Two years of mechanical and electrical experience in the maintenance and repair of laundry machinery; and/or education, such as trade or vocational school, or applicable college level training; ability to instruct and supervise inmates in maintenance and repair techniques and safety practices; maintain firm, impartial and consistent discipline; understand rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

**DESIRABLE QUALIFICATIONS:** Organizational and planning skills; knowledge of computer programs; able to work constructively and professionally in a team environment and with regulatory agencies.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. Applications will be screened and only the most qualified will be scheduled for interviews. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, California State Prison - Solano, Attn: Cheryl Whitworth, P.O. Box 640, Vacaville, CA 95696-0640

**CONTACT:** CHERYL WHITWORTH AT (707) 451-0182 EXT. 5044

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL PRODUCTS) - POSITION #047-485-7191-007 - \$3942-\$4962 - FINAL FILING DATE: MAY 2, 2014 - WORK SHIFT: 4/10/40 MONDAY – THURSDAY 0630 – 1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, #1 KINGS HIGHWAY, AVENAL, CA 932049708

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I (Metal Products), this position is responsible for supervising a group of inmates engaged in the manufacture of metal products and component parts within an institutional general fabrication factory. Based on current production schedule assigns, supervises inmate labor in identifying and packaging of component and sub-assembly parts, final assembly and packaging of all finished products. Oversees and coordinates with the warehouse the loading and staging of all outgoing shipments from the factory. Incumbent is responsible for receiving all incoming material from the warehouse. Establishes and monitors daily all production aspects including; quality control acceptance, application and final article inspection criteria, and related record keeping.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of methods material, machinery, processes, tool and equipment used in the manufacture of metal products. Ability to schedule labor and equipment to maximize efficiency and monitor for quality products. The skill to instruct and supervise inmates in production techniques and safety practice, Ability to maintain firm, impartial and consistent discipline, understand rules and apply them appropriately, and take effective action to resolve issues when necessary.

**DESIRABLE QUALIFICATIONS:** Experience in an industrial metal general fabrication enterprise with supervision experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution, good organizational skills, flexibility, and ability to work well under pressure.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number on your application. Please indicate if you are SROA/Surplus employee on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Avenal State Prison, Attn: Oscar Rodriguez, #1 Kings Way, P.O. Box 8, Avenal, CA 93204-9708

**CONTACT:** OSCAR RODRIGUEZ AT (559) 386-7401

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (TOOL AND DIE) - POSITION #047-485-7192-001 - \$4307-\$5451 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: 4/10/40 MONDAY – THURSDAY 0630 – 1630, NO PAID LUNCH BREAK, AND MAY WORK STATE HOLIDAYS THAT FALL WITHIN THE WORKWEEK**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, #1 KINGS HIGHWAY, AVENAL, CA 93204.

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent I, (Metal Products), supervises inmate workers in the construction and repair of metal working dies, jigs, fixtures, gauges, cutting tools, and performs schedule maintenance of all equipment associated with metal general fabricating. Plans and schedules labor and preventative maintenance, oversees the installation, maintenance, and repair of all metal fabricating equipment; ensures compliance with all regulatory agency's mandates including, but not limited to, the Permit of Operate rules and regulations. Incumbent maintains records of equipment maintenance and repairs. Trouble shoots machinery for equipment failure, parts changes/repairs. Plans and coordinates the flow of raw materials to finished tooling and dies. Purchases raw tool steel, replacement parts, and all tooling (end mills, etc.) associated with tool and die repair for construction of dies, reads & proofs blueprints, works closely with Engineering department. Uses automated inventory/accounting, manufacturing program for inventory Certification and reports.

**REQUISITE SKILLS AND ABILITIES:** Rating as a tool and die journeyperson. Ability to determine work flow and allocate resources accordingly. Ability to read and understand technical manuals, and create reports to management. Skill in performing necessary maintenance to all metal working equipment in the enterprise. Aptitude and willingness to train and counsel incarcerated persons in a California Penal Institution. The skill to instruct and supervise inmates in production techniques and safety practices. Ability to maintain firm, impartial and consistent discipline, understand rules and apply them appropriately, and take effective action to resolve issues when necessary.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and position number on your application. Please indicate if you are SROA/Surplus employee on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Avenal State Prison, Attn: Oscar Rodriguez, P.O. Box 8, Avenal, CA 93204

**CONTACT:** OSCAR RODRIGUEZ AT (559) 386-7401

**INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES - POSITION #073-102-7236-001**  
**- \$4308-\$5347 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0700 – 1500**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP-CORCORAN, ON-TIME DELIVERY - CENTRAL, 4001 KING AVE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Supervises, directs and oversees heavy truck drivers, warehouse and distribution staff, equipment maintenance staff, laborers, and support staff including their duties, as they relate to the warehouse, maintenance of vehicles, dispatching, routing, loading, unloading, truck tractor/trailers and other On-Time Delivery (OTD) equipment to and from delivery points throughout Central California. To assure the proper handling and On-Time Delivery of California Prison Industry Authority (CALPIA) products, materials and services at the lowest operating cost.

Prepare written reports, procedures, documents and requisitions as well as maintain files as required by CALPIA, Department of Corrections and Rehabilitation (CDCR), General Services Fleet Administration and Traffic Management, State Administration Manual, California Highway Patrol (CHP) and/or any other regulatory State or Federal Agency and/or department. Keep up to date on all rules and regulations of the above organizations. Operate and supervise the functions of the CALPIA database computer system as it relates to freight services.

Prepare audit and reconcile staff and inmate time, travel claims, inmate time cards, inmate performance reports (CDC 101's), staff performance reports, shipping documents and all other documents used in the operation of OTD. Direct the supervision of inmates on proper methods in the operation of heavy diesel trucks, truck tractors/trailers, forklifts and other equipment used by OTD. Maintain security of the work areas. Inspect premises for contraband, prevent escapes and injury of inmates to themselves, others or property. Perform custodial duties of transporting inmate workers to and from their dorm quarters.

Requisition, purchase and approve equipment, supplies materials and parts used in the operation of OTD and its equipment overseeing the inventory and control of these items. Oversee the control of tools and volatile substances. Provide procedures and control in the accountability use of vehicles, equipment and machinery.

**SKILLS AND ABILITIES:** 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 inmates and/or the protection of personal and real confidential/personal information to include but not limited to, social security number, driver license numbers, staff home telephone number, 998's resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information. This position is required to have a Class C Driver's License and will be included in the DMV Employee Pull Notice (EPN) Program.

**ADDITIONAL DESIRABLE ABILITIES:** Have and maintain a valid Class A Driver's License with a valid medical certificate and required endorsements, and is subject to the Department of Transportation random drug/alcohol testing in accordance with Federal Law. Operate heavy trucks and provide customer service at the highest satisfaction level possible when necessary.

**WHO MAY APPLY:** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES - POSITION #052-410-7231-002 - \$3497-\$4411 - FINAL FILING DATE: UNITL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0730 – 1530**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93581

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator the position is responsible for the receipt, inspection and storage of purchased materials, raw materials, and supplies for the manufacturing of chemical products. This position will be responsible for the issuance and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution of point of use warehouse or supply room; produces freight bills and verifies incoming freight bills for accuracy; conducts regular safety meeting with inmates; maintains order and supervises the conduct of persons committed to the institution; maintains security in the work area and work material; inspects premises and searches inmates for contraband; performs other job related duties as required; transports materials and finished products from the warehouse to various enterprises.

**REQUISITE SKILLS AND ABILITIES:**

- The incumbent must have prior warehouse experience; knowledge of ERPLx system is desirable.
- Knowledge in DOT shipping and receiving procedures.
- Effective Communication Skills (Oral and Written).
- Has the ability to train inmates in improving themselves and the operation.
- Ability to maintain a professional working atmosphere for staff and inmates.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, CSP – Los Angeles, Attn: Rudy Ramiro, 44750 60<sup>th</sup> Street West, Lancaster, CA 93536-7620

**CONTACT:** RUDY RAMIRO AT (661) 729-6934

**INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES - POSITION #073-400-7231-001 - \$3497-\$4411 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0730 – 1530 – NO LUNCH BREAK**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP-CORCORAN, ON-TIME DELIVERY - CENTRAL, 4001 KING AVE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Provides training, counseling and direct supervision of inmate work crew in the On-Time Deliver (OTD) warehouse which includes inside and outside the main perimeter of Corcoran Institution. Assists in the planning and scheduling of labor, materials, and equipment used in the warehouse function. Responsible for shipment of CALPIA products to customers throughout the state. Receives and signs for incoming freight and supplies, checking items against freight bills and packing slips. Matches received items to purchase orders for proper quantities. Performs ERPLx transactions for receiving, shipping, billing, and cycle counts and other needed reports, etc. Completes billing transactions in Varipro (Logistics Software) to insure transportation costs are being accurately accounted for.

Prepares shipping documents and bill of lading prior to shipment of finished goods. Supervises and investigates complaints from CALPIA Central Office on sales orders, damages, shortages, etc. Supervises the storage of stock items, finished goods, and maintains all types of inventory. Conducts weekly safety meetings, and maintains the Injury and Illness Prevention Plan (IIPP) updated, on file, on every free staff and inmate in the shop. Implements and maintains a preventive maintenance program for all equipment.

Assists in the selection of inmate workers, evaluates work performance of inmate workers, and ensures that proper inmate discipline is maintained within the work area. Responsible for ensuring the accuracy and integrity of tool control procedures, inmate counts and CDC-1697 time-keeping records.

**SKILLS AND ABILITIES:** 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 inmates and/or the protection of personal and real property. Incumbents are also required to ensure that inmates do not have access to confidential/personal information to include but not limited to, social security number, driver license numbers, staff home telephone number, 998's resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information. This position is required to have a Class A Driver's License and will be included in the DMV Employee Pull Notice (EPN) Program.

This position must possess a valid Class A California Driver's License. Knowledge of warehousing functions. Method, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records. Skill in: operation of powered materials handling equipment.

**WHO MAY APPLY:** Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**LEAD CUSTODIAN (CORRECTIONAL FACILITY) - \$2552-\$2819 - THIS POSITION IS ELIGIBLE TO RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL – WORK SHIFT: MONDAY – FRIDAY, 0700 – 1500 (WORK HOURS MAY VARY)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

**\*\*PLEASE SEE BELOW FOR LOCATIONS OF POSITIONS\*\***

**\*DESCRIPTION OF DUTIES:** Under the direct supervision of The Custodian Supervisor II, the Lead Custodian will perform janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists in the planning of daily operations, scheduling labor, providing training, evaluating and counseling offender workers. Utilizes the Inmate Employability Program, supervises the conduct of offender workers in the janitorial program. Maintains tool and key control per the department and institutional procedures; Maintains accurate offender counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **LEAD CUSTODIAN (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630  
**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**\*POSITIONS ARE LOCATED AT THE FOLLOWING INSTITUTIONS: PLEASE INDICATE WHICH LOCATIONS YOU WOULD BE INTERESTED IN WORKING AT. IF YOU DO NOT INDICATE WHAT LOCATION, WE WILL CONSIDER YOU TO BE INTERESTED FOR ANY LOCATION:**

**PLEASE NOTE: Prior to applying for any of the following Lead Custodian (CF) vacancies, you must first attain list eligibility by taking the Training & Experience Assessment exam(s) via the internet at <http://cphcs.hodesiq.com/bl/joblist.asp>**

**CALIFORNIA CORRECTIONAL CENTER (CCC), (HFM), 711-045 CENTER ROAD, SUSANVILLE, CA 96127-6508 – POSITION # 965-760-2005-001 – FINAL FILING DATE: MAY 9, 2014**

**CALIFORNIA REHABILITATION CENTER (CRC), (HFM), 5<sup>TH</sup> STREET AND WESTERN, NORCO, CA 92860 – POSITION # 964-760-2005-0001 – FINAL FILING DATE: MAY 2, 2014**

**CALIFORNIA STATE PRISON – LOS ANGELES, (LAC), (HFM), 44750 60<sup>TH</sup> STREET, LANCASTER, CA 93536-7620 - POSITION # 399-760-2005-001 – FINAL FILING DATE: MAY 2, 2014**

**CORRECTIONAL TRAINING FACILITY (CTF), (HFM), HWY 101 NORTH, SOLEDAD, CA 93960 – POSITION # 104-760-2005-001 – FINAL FILING DATE: MAY 2, 2014**

**HIGH DESERT STATE PRISON (HDSP), (HFM), 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96127 – POSITION # 933-760-2005-001 – FINAL FILING DATE: MAY 9, 2014**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, ATTN: CERTIFICATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630  
**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**LEAD CUSTODIAN (CORRECTIONAL FACILITY) – POSITION # 063-760-2005-VAR - 3 POSITIONS - LIMITED TERM 24 - MONTHS – (MAY BECOME PERMANENT AT A LATER DATE) - \$2552-\$2819 – FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0700 – 1500.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM), CENTRAL OFFICE, 560 E. NATOMA STREET, FOLSOM, CA 95630.

**\*DESCRIPTION OF DUTIES:** Under the general direction of the Prison Industries Manager (PIM) Health Care Facilities Maintenance (HFM), the Lead Custodian, CF is responsible for training and auditing the HFM program at multiple CDCR Institutions. Plans and helps in the organizing of site visits for the HFM audit/training team that involves review of the overall operational performance of the HFM programs at multiple CDCR Institutions. Assists in developing and maintaining audit checklist. Inspects HFM program for proper storage of chemicals and records of chemical inventory supplies. Assist with establishing a working schedule for continuous training of new employees and updating current employees in custodial procedures. Stays up-to-date on CAL-OSHA, title 22 and current healthcare quality and production standards. Review Corrective Action Plans (CSP) and Corrective and Preventative Action Requests (CAR & PAR). Tracks issues occurring at multiple locations. Performs safety inspections at various locations and provides input to maintain a safe work environment. Review inspection checklists from various institutions.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action when appropriate. Knowledge of CDCR/CALPIA laws, rules, procedures and regulations. In accordance with the classification, incumbents must have the requisite skill and ability to oversee custodial operation. Possess the knowledge of methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in custodial duties; State Health and Safety Titles 8, 15 and 22; ability to perform duties as required such as: prepare special audit reports.

**DESIREABLE QUALIFICATIONS:** Computer literate with knowledge of Microsoft Office Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Must be willing to travel.

**WHO MAY APPLY:** SROA and Surplus are encouraged to apply. Persons currently in the classification within lateral transfer range of those with list eligibility and all other types of recruitment may be considered. Applications will be screened and only the most qualified will be interviewed. Please indicate the classification and position number on your application. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **LEAD CUSTODIAN (CORRECTIONAL FACILITY)**. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**OFFICE ASSISTANT (GENERAL) - POSITION #075-270-1441-001 – RANGE A - \$2074-\$2595, RANGE B \$2280-\$2853 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0800 – 1600**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP-SOLANO, OPTICAL ANNEX, 2100 PEABODY ROAD, VACAVILLE, CA 95696.

**DESCRIPTION OF DUTIES:** Under the general supervision of the Supervising Program Technician II, the incumbent will provide overall clerical support to the Optical customer service unit within a correctional institution. Incumbent is first line contact between the CALPIA Optical program, Medi-Cal providers and State Agency customers. In direct contact with the Optical Laboratory, providing updated job status, shipping information to providers, and relays technical information as needed. Position requires the ability to utilize the DVI computer system to affectively track and resolve product issues.

Receives incoming Rx orders; screens work for accuracy; removes any patient confidential/personal information; develops shipping documents; prepares completed eyewear boxes for shipment; validates out-going box count; performs data entry of incoming orders; prepares cancellations notices; researches lab re-dos; fills requests for forms. Makes customer service calls and resolves customer complaints and/or recommends necessary action; maintains provider account information; places holds on appropriate accounts or jobs as needed; consults with production supervisors to assist in monitoring the workflow.

**SKILLS AND ABILITIES:** The ability to take direction and work independently in a correctional environment; good communication, organization, and telephone skills.

**WHO MAY APPLY:** **Surplus and SROA employees are encouraged to apply.** Individuals currently in the classification, or within lateral transfer range, or those with list eligibility. Applications will be screened and only the most qualified will be interviewed. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **OFFICE ASSISTANT (GENERAL)**. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, CSP-Solano, Attn: Cheryl Whitworth, P.O. Box 640, Vacaville, CA 95696-0640

**CONTACT:** CHERYL WHITWORTH AT (707) 451-0182 EXT. 5044

**OFFICE TECHNICIAN (TYPING) (CONFIDENTIAL) - POSITION #063-043-1139/1379-003 - \$2686-\$3362/\$2143-2911 - FINAL FILING DATE: MAY 9, 2014 - WORK SHIFT: MONDAY - FRIDAY 8:00 - 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, CENTRAL OFFICE, 560 EAST NATOMA STREET, FOLSOM, CA 95630.

**\*\*\*WILL ALSO CONSIDER AN OFFICE ASSISTANT (TYPING)\*\*\***

This position is designated Confidential. Come join the team in Human Resources and participate in a growing organization, which offers a positive and professional atmosphere! This is an opportunity to work in Folsom, a short drive from Folsom and Sacramento State prisons, and avoid the hassle of downtown Sacramento.....and the parking is FREE!!!

**DESCRIPTION OF DUTIES:** Under the general direction of the Chief, Human Resources, incumbent performs a variety of difficult and responsible secretarial tasks for the Chief, Human Resources. This position also provides secretarial support to the Labor Relations Specialist and Examination Analysts. Typical duties consist of the following: Independently prepares correspondence and reports on a wide variety of subjects requiring a thorough knowledge of the activities under the direction of the Chief, Human Resources. Types general correspondence, reports, statistical reports, charts, graphs, career responses, medical demotions and terminations, downsizing and layoff documents, and other confidential and sensitive documents.

Independently prepares adverse action and other labor relations packages for service, ensuring all attachments and tapes are included and in order, and appropriate copies are available. Functions as the department contact for Skelly hearings and arranges hearings with the Skelly Officer and the Employee Relations Officer.

Reviews outgoing correspondence prepared for the signature of the Chief, Human Resources for technical accuracy. Reviews documents for format, spelling, grammar and punctuation. Screens the in-basket for the Chief, Human Resources, review and sorts mail in accordance with the type of material or correspondence and action needed; and assembles related material for back-up information. Maintains meeting folders for Chief and has available for daily meetings. Reviews all correspondence assigned to staff, maintains a log of assignments and follows up to ensure that timeframes are met, arranges correspondence and other documents for personal reply by the Chief, Human Resources.

Maintains the calendar of the Chief, Human Resources. Makes travel arrangements, hotel accommodations, airline and car rental reservations for HR staff. Enters travel expense claim monthly totals for HR staff in internal expenditures database. Reviews and sorts mail for the exam staff and assemble exam related material including verifying postmark dates, application review for completeness.

**SKILLS AND ABILITIES:** Excellent typing and proofreading skills, proficient at Excel, Word; communicate effectively; use tact, good judgment, and discretion; ability to multi-task; excellent customer service skills. Excellent attendance is a must.

**WHO MAY APPLY:** Employees presently in the above classification, those with list eligibility, or within lateral transfer range. Applications will be screened, and only the most qualified will be contacted for an interview. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on Career Planning then Classification Specifications. The Search Term for this position is OFFICE TECHNICIAN (TYPING). Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**OFFICE TECHNICIAN (TYPING) - POSITION #073-102-1139-001 – \$2686-\$3362 - LIMITED TERM 24 MONTHS (MAY BECOME PERMANENT AT A LATER DATE) – THIS POSITION MAY BE ELIGIBLE TO RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL, TO SUPERVISE INMATES - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0700-1500 (NO LUNCH)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ON-TIME DELIVERY – CENTRAL, CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

**DESCRIPTION OF DUTIES:** Types, files and be responsible for records management for the Warehouse, Distribution Center and Vehicle Maintenance operations which includes review, prepare, record and verify daily and monthly reports, prepare documents and transactions involving the following forms; common carrier invoices, freight bills, purchase orders, maintains purchase order log books, Service and Expense and Inter-Institutional Transfers and any other forms that may be required. Performs PIA database transactions; enters shipping notes on customer sales orders; communicates and follows through with inquiries involving vendors, customers, Central Office, factory and field personnel regarding shipping or other transportation issues; resolves problems in billing and payment packages; compiles and prepares data for budget purposes and participate in its development;

Processes, verifies and reconciles invoices involving payment packages for transportation services to factories and customers; performs, communicates and follows through with inquiries involving vendors, customers, supervises and directs the training and supervision of two or more inmate positions in the Warehouse, Distribution Center and Vehicle Maintenance; prepares and types all records such as CDC 101's and other reports dealing with inmate behavior; assists in the selection and evaluation of inmate workers; insures that proper discipline and security is maintained in the work area; performs other custodial duties as required. Tracks, processes, and maintains all Inmate Employee Program (IEP) forms, exams, and liaison between Central Office and On Time Delivery Unit.

Perform a variety of general office work, including but not limited to: typing; takes minutes of CALPIA staff meetings; performs filing and records management including maintenance of Department Operations Manual (DOM) Local Operational Procedures, and CALPIA Policy and Procedure Manual; IIPP Manual for OTD, BIT Inspections, Driver Log Books, CHP Inspections and equipment rotation, maintain property and equipment asset list files, various document preparation and review; interprets document retention schedule and maintains archival log of required documentation.

**REQUISITE SKILLS AND ABILITIES:** Must be experienced in Microsoft Office programs (Word/Excel/Power Point/Access/Project), ability to multi-task; flexibility; self-motivating, excellent attendance; organizational skills; ability to set goals and work within timeframes; and provide support to Operations staff. Experience in ERPLx is a plus. Good oral and written communication skills. Incumbents are also required to ensure that inmates do not have access to confidential/personal information to include but not limited to, social security number, driver license numbers, staff home telephone number, 998's resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information. A driver's license is required.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, list eligibility and all other types of recruitment may be considered. Applications will be screened and only the most qualified will be interviewed. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **OFFICE TECHNICIAN (TYPING)**. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**OFFICE TECHNICIAN (TYPING) - POSITION #081-102-1139-001 – \$2686-\$3362 - LIMITED TERM 24 MONTHS (MAY BECOME PERMANENT AT A LATER DATE) – THIS POSITION MAY BE ELIGIBLE TO RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL, TO SUPERVISE INMATES - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 7:00 – 3:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ON-TIME DELIVERY – SOUTH, CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVE, CHINO, CA 91710

**DESCRIPTION OF DUTIES:** Types, files and be responsible for records management for the warehouse, distribution center and vehicle maintenance operations which includes review, prepare, record and variety daily and monthly reports, prepare documents and Certification involving the following forms; common carrier invoices, freight bills, purchase orders, maintains purchase order log books, service and expense and inter-institutional transfers and any other forms that may be required. Performs CALPIA database Certification ; enters shipping notes on customer sales orders; communicates and follows through with inquires involving vendors, customers, central office, factory and field personnel regarding shipping or other transportation issues; resolves problem in billing and payment packages; compiles and prepares data for budget purposes and participate in its development.

Processes, verifies and reconciles invoices involving payment packages for transportation services to factories and customers; performs, communicates and follows through with inquires involving vendors, customers, supervises and directs the training and supervision of two or more inmate positions in the warehouse, distribution center, and vehicle maintenance; prepares and types all records such as CDC 101's and other reports dealing with inmate behavior; assists in the selection and evaluation of inmate workers; insures that proper discipline and security is maintained in the work area; performs other custodial duties as required. Tracks processes, and maintains all Inmate Employee Program (IEP) forms, exams, and liaison between Central Office and On-Time Delivery Unit.

Perform a variety of general office work, including but not limited to: typing minutes of CALPIA staff meetings; performs filing and records management including maintenance of Department Operations Manual (DOM) Local Operational Procedures, and CALPIA Policy and Procedures Manual; IIPP Manual for OTD, BIT Inspections, Driver Log Books, CHP Inspections and equipment rotation, maintain property and equipment asset list files, various document preparation and review; interprets document retention schedule and maintains archival log of required documentation.

**REQUISITE SKILLS AND ABILITIES:** Must be experienced in Microsoft Office programs (Word/Excel/Power Point/Access/Project), ability to multi-task; flexibility; self-motivating, excellent attendance; organizational skills; ability to set goals and work within timeframes; and provide support to Operations Staff. Experience in ERPlx is a plus. Good oral and written communication skills. A driver's license is required.

**WHO MAY APPLY:** Candidates who are currently in this classification, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. Applications will be screened and only the most qualified will be interviewed. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **OFFICE TECHNICIAN (TYPING)**. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**PRISON INDUSTRIES ADMINISTRATOR - POSITION #391-100-7158-001 - \$7110-\$8073 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0730 – 1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, R. J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

**\*DESCRIPTION OF DUTIES:** Provides direction and leadership to CALPIA operations within the institution at RJD and Centinela; is responsible for reviewing, overall production control, and administrative functions, which includes inventory control, procurement, accounting and personnel. Oversees the efforts of CALPIA staff in the areas of manufacturing, quality and delivery of products and services to CALPIA customers. Serves as liaison between CALPIA, other State agencies, and private vendors in matters related to new product development. Actively supports and promotes the Inmate Employability Program. Provides oversight to Superintendents in matters associated with day-to-day operation of the programs under their control and interacting with other CALPIA and institution managers, and CALPIA Central Office staff; Provides direction to subordinate staff regarding changes to work assignments, training, and production methods and staff performances. Promotes and facilitates upward mobility training. Conducts regular staff meetings and ensures that subordinate staff receives adequate training to achieve, exceed, and maintain satisfactory performance appraisals in the areas of their responsibility.

**SKILLS AND ABILITIES:** Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment deployed in prison industries, production, management, and engineering methods in the operation of a large manufacturing plant. Centralized/integrated manufacturing and accounting system with specific knowledge in bills of materials, routings, materials requirement planning, shop floor control, and performance measures. Ability to plan, organize and manage industrial prison industry operations. Identify and correct all major production problems in the manufacturing operations.

**WHO MAY APPLY:** Interested incumbents currently in the classification of Prison Industries Administrator, within lateral transfer range, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES ADMINISTRATOR**. Applications will be reviewed and only the most qualified individuals will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**PRISON INDUSTRIES SUPERINTENDENT I (FOOD & BEVERAGE PACKAGING) - POSITION #589-290-7353-001 - \$4308-\$5347 LIMITED TERM 24 - MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0700 - 1500.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, CSP, CORCORAN, 900 QUEBEC AVENUE, CA 93212

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Superintendent II (Food and Beverage Packaging), the Prison Industries Superintendent I (Food & Beverage Packaging) will assist the Superintendent II in the management oversight all phases of the food and beverage packaging enterprise at the California Substance Abuse Treatment Facility. This position is responsible for direct supervision of five Industrial Supervisor, P.I. (Food & Beverage Packaging) positions. Responsible for all phases of the daily production of food and beverage packaging (bread, cookies, hoagie rolls and PB&J packaging); plans and schedules labor; develops work methods and practices; develops and implements safe and sanitary food handling and quality control practices. This will include utilizing Hazard Analysis and Critical Control Points (HACCP). Coordinates and/or supervises the installation, operation, maintenance and repair of all food packaging equipment; makes recommendations to increase production efficiency and product quality; directs the ordering, shipping and handling of all production materials and supplies. Communicates with customers and vendors on an ongoing basis; establishes procedures that ensure the prompt and timely delivery of products.

**DESIRABLE QUALIFICATIONS:** Ability to identify and resolve problems in a timely manner. Displayed willingness to make decisions using sound and accurate judgement. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven ,effective leadership techniques. Tact, patience and ability to project a professional image to outside customers.

**WHO MAY APPLY:** Persons currently in the above classification, with the ability to lateral transfer, or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES SUPERINTENDENT I**. Applications will be reviewed and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, California State Prison - Corcoran, Attn: Robert Roehlk, 4001 King Avenue, Corcoran, CA 93212

**CONTACT:** ROBERT ROEHLK AT (559) 992-8800 ext. 7727

**PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR) – POSITION #063-760-7154-003 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4728-\$5869 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0700 - 1600**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM), 560 EAST NATOMA STREET, FOLSOM, CA 95630

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, Prison Industries Superintendent II (Maintenance & Repair (M&R)) has oversight of an audit/training team that will travel and review the overall operational performance of Healthcare Facilities Maintenance programs at multiple institutions. The position will establish a working schedule for continuous training of new employees and updating current employees in janitorial procedures. The position ensures the team is continuously updated on current quality and production standards. Responsible for maintaining records of institution audits. Responsible for reviewing Corrective Action Reports (CARS) and Preventative Action Reports (PARS) and Corrective Action Plans and tracks all issues occurring in multiple locations. Ensures all Health and Safety Programs are updated at each location. Make safety inspections to help maintain a safe work environment. The position ensures the team is up-to-date on all CAL-OSHA, Title 22 and the California Correctional Health Care Services (CCHCS) Division requirements and updates the training program to include those changes and updates. The position reviews inspection checklists from each institution.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, incumbents must have the requisite skill and ability to oversee janitorial operation. Possess the knowledge of: methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in janitorial work; State Health and Safety Titles 8, 15 and 22; ability perform duties as required such as: prepare special audit reports.

**DESIRABLE QUALIFICATIONS:** Ability to train and supervise a team. Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Must be willing to travel.

**WHO MAY APPLY: SROA and Surplus are encouraged to apply.** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES SUPERINTENDENT II**. Applications will be screened and only the most qualified will be interviewed.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR) – POSITION #063-760-7154-006 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4728-\$5869 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0700 – 1530 (WORK HOURS MAY VARY)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM), 560 EAST NATOMA STREET, FOLSOM, CA 95630

**\*DESCRIPTION OF DUTIES:** Write; implement; and maintain maintenance and repair operations throughout CALPIA for the Healthcare Facilities Maintenance program. As a lead member of a team working towards this goal, write policies and procedures, audit implementation of the tracking of the data and audit implementation of the policies and procedures recommended by the team as cost savings efforts to improve the efficiencies of CALPIA as applied to both maintenance and repair and equipment operation.

This position will make regular trips to the field operations, utilizing check sheets this position will audit maintenance and repair operations to insure compliance with operations policies, compliance with Health and Safety Protocols, and compliance with the software data gathering system.

This position will supervise three Skilled Laborers and be responsible for the training and documentation of the laborers and all materials and tools needed in then operation of the HFM program. . Also oversee repair schedules of the laborers along with keeping in contact with the Administrator of HFM.

**REQUISITE SKILLS AND ABILITIES:** 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 inmates and/or the protection of personal and real property. Incumbents are also required to ensure that inmates do not have access to confidential/personal information to include but not limited to, social security number, driver license numbers, staff home telephone number, 998's resumes, state employment applications/hiring/interviewing packages, pay statements or any document that contains such information. This position is required to have a Class C Driver's License.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, list eligibility and all other types of recruitment may be considered For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES SUPERINTENDENT II**. Applications will be screened and only the most qualified will be interviewed.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR) – POSITION #073-450-7154-001 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$4728-\$5869 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 0700 – 1500 (NO LUNCH BREAK)**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP-CORCORAN, 4001 KING AVE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Supervises or performs repairs on all of the industries factory equipment. Arranges for outside service vendors or contractors to perform repairs, installations, or adjustments as required by warranty liability clause or expertise. Supervises the installation adjustment, and maintenance of safety devices and controls on industries equipment as required by CAL-OSHA. Enforces safety rules as they apply to staff and inmate workers throughout CALPIA. Conducts periodic inspection tours along with the Prison Industries Superintendent(s) to ensure compliance with safe work practices and conditions. Supervises the procurement of maintenance materials, parts, and supplies. Supervises and trains staff in the proper methods of initiating, completing, and following up the purchase orders. Reviews purchase documents for correctness and necessity. Obtains competitive bids and quotes for goods and services. Supervises a small stock of critical parts and supplies to ensure uninterrupted factory operation.

This position also serves as the Health and Safety Coordinator for PIA Operations at CSP Corcoran, Wasco State Prison and CSATF. In this capacity the incumbent consults with the factory Superintendents on the preparation and maintenance of all requisite Illness and Injury Preventative Plan (IIPP) documents, performs safety reviews, conducts safety meetings, and represents CALPIA on Institutional and CALPIA-wide safety committees. Provides recommendations to management regarding the status of IIPP compliance within the enterprises.

**SKILLS AND ABILITIES:** Ability to identify and resolve problems in a timely manner. Displayed willingness to make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven effective leadership techniques. Tact, patience and ability to project a professional image to outside customers.

**WHO MAY APPLY:** Candidates with certification list eligibility and/or transfer eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES SUPERINTENDENT II**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to:  
California Prison Industry Authority, CSP-Corcoran, Attn: Robert Roehlk,  
4001 King Avenue, Corcoran, CA 93212  
CONTACT: ROBERT ROEHLK AT (559) 992-6160

**PRISON INDUSTRIES SUPERINTENDENT II (METAL PRODUCTS) - POSITION #047-485-7190-001 - \$4728-\$5869 - LIMITED TERM 24 – MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: 4/10/40 MONDAY –THURSDAY, 0630 - 1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, #1 KINGS WAY, AVENAL, CA 93204-9708

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, incumbent is responsible for the overall operational performance of the General Fabrication enterprise which manufactures various metal products, including steel office performance of the furniture for the government agency market. The incumbent plans and schedules labor, materials, and equipment for production; responsible for quality and production control; inventory control; method analysis; cost control; material research and procurement; personnel development including selecting, training, evaluating, counseling and supervising staff and inmates; uses the ERPIx computer system for manufacturing, planning, and procurement purposes; oversees the implementation of the Inmate Employability Program (IEP) ensuring program requirements are accomplished; plans and coordinates tasks to attain goals; prepares, budgets and initiates correspondence and reports; assesses equipment needs; coordinates the installation, operation, maintenance, and repair of equipment conducts staff meetings; implements safety meetings and ensures compliance of safety standards. The incumbent is responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation (CDCR); preventing escapes and maintaining the security of materials and work areas by implementing CDCR and CALPIA rules and regulations.

**REQUISITE SKILLS AND ABILITIES:** Ability to identify and resolve problems in a timely manner; willingness to make decisions using sound and accurate judgment; ability to develop project plans and coordinate project plans and coordinate project implementation; ability to supervise and motivate subordinate staff using proven, effective leadership techniques; tact, patience and ability to project a professional image

**DESIRABLE QUALIFICATIONS:** Experience in an industrial metal general fabrication enterprise with supervision experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution, good organizational skills, flexibility, ability to work well under pressure, good leadership skills, knowledge in Budget Preparation, and effective Communication Skills (Oral and Written).

**WHO MAY APPLY:** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES SUPERINTENDENT II**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Avenal State Prison, P.O. Box 8, Avenal, CA 93204-9708

**CONTACT:** OSCAR RODRIGUEZ AT (559) 386-0587 Ext. 7401

**PRISON INDUSTRIES SUPERINTENDENT II (POULTRY PROCESSING) - POSITION #047-230-7117-001-\$4728-\$5869 - LIMITED TERM 24 – MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: 4/10/40 MONDAY –THURSDAY, 0630 - 1630**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, #1 KINGS WAY, AVENAL, CA 93204-9708

**\*DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, the incumbent is responsible for the overall operational performance of the Poultry Processing Enterprise. The incumbent plans and schedules labor, materials, and equipment for production; responsible for quality and production control; inventory control; method analysis; cost control; material research and procurement; personnel development including selecting, training, evaluating, counseling and supervising staff and inmates; uses the ERPLx computer system for manufacturing, planning, and procurement purposes; oversees the implementation of the Inmate Employability Program (IEP) ensuring program requirements are accomplished; plans and coordinates tasks to attain goals; prepares budgets and initiates correspondence and reports; assesses equipment needs; coordinates the installation, operation, maintenance, and repair of equipment; conducts staff meetings; implements safety meetings and ensures compliance of safety standards. The incumbent is responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation (CDCR); preventing escapes and maintaining the security of materials and work areas by implementing CDCR and CALPIA rules and regulations.

**REQUISITE SKILLS AND ABILITIES:** Ability to identify and resolve problems in a timely manner. Displayed willingness to make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven, effective leadership techniques. Tact, patience and ability to project a professional image.

**DESIRABLE QUALIFICATIONS:** Experience in an industrial food processing enterprise with supervision experience. Must possess tact, patience and the ability to work with persons confined in a correctional institution, good organizational skills, flexibility, ability to work well under pressure, good leadership skills, knowledge in Budget Preparation, and effective communication skills (oral and written).

**WHO MAY APPLY:** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRISON INDUSTRIES SUPERINTENDENT II**. Applications will be screened and only the most qualified will be scheduled for interviews.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Avenal State Prison, P.O. Box 8, Avenal, CA 93204-9708

**CONTACT:** OSCAR RODRIGUEZ AT (559) 386-0587 Ext. 7401

**PRODUCTS MANAGEMENT SPECIALIST, PRISON INDUSTRIES - POSITION #063-053-7113-003 - \$5328-\$6671 - LIMITED TERM 24 - MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, MARKETING DIVISION, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**MAKE A DIFFERENCE; JOIN A FAST-PACED MARKETING TEAM**

**SEE POSITIVE RESULTS OF YOUR EFFORTS, A UNIQUE OPPORTUNITY TO USE CREATIVE TALENTS**

**POSITION IS LOCATED IN FOLSOM, CA - WITH FREE PARKING**

**DESCRIPTION OF DUTIES:** Under the general direction of the Chief, Marketing Services, the successful candidate will have responsibility for the research, development and management of selected products and services. Responsibilities also include extensive coordination and interaction with other branch and factory staff, as well as outside departments and vendors. In addition, will work on complex special projects and make appropriate recommendations as necessary.

**SKILLS AND ABILITIES:** The successful candidate shall possess knowledge of principles, practices, and trends of product development, promotional marketing strategies, merchandising and sales. Must also have excellent oral and written communication skills, have exceptional organizational skills, can multi-task, adapts to changing priorities. Some of the duties will also include leading the design and research of potential new products and product improvements, develop product profiles and assist in the coordination of vendors, and participate in the development of next year annual and mid-year revenue forecasts.

**WHO MAY APPLY:** Persons currently in the above classification, within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **PRODUCTS MANAGEMENT SPECIALIST, PRISON INDUSTRIES**. Applications will be screened and only the most qualified will be scheduled for interviews. Must be willing to work around offenders.

**Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**QUALITY CONTROL TECHNICIAN, PRISON INDUSTRIES (CLEANING PRODUCTS) - POSITION #399-430-3080-001 - \$4099-\$5088 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY - FRIDAY 0630 – 1430,**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP – LOS ANGELES, CLEANING PRODUCTS, 44750 60<sup>TH</sup> STREET WEST, LANCASTER, CA 93536-7620.

**\*DESCRIPTION OF DUTIES:** Performs chemical analyses of a variety of raw materials and finished products in the cleaning products enterprise; conducts quantitative and qualitative tests on each batch of cleaning products mixed to assure each products meets specifications; keeps abreast of the technological advances in the cleaning products industry and works with industry professionals in upgrading the formulas of the products manufactured in the plant; keeps records and prepares reports; registers California Prison Industry Authority products with the appropriate State and Federal agencies; performs testing on production batches; communicates with the factory on any necessary adjustments to bring batches up to specifications; creates certificate of analysis; test, evaluate and qualify new and incoming raw materials; prepares sample batches for customer and sales team; conduct product development; coordinate formula changes from inception to production; act as regulatory compliance coordinator; update and maintaining records including MSDS for products and raw materials, DOT data base.

**REQUISITE SKILLS and ABILITIES:**

- Bachelor's degree in a science, Chemistry preferred
- 2 – 3 years industry, or wet chemistry experience
- Must have working knowledge of algebra, formula calculations
- Experience with Microsoft Office Programs
- Excellent verbal and written communication skills

**DESIRABLE QUALIFICATIONS:** Ability to analyze situations and take the initiative and action to resolve; knowledge of CDCR and CALPIA rules, procedures and regulations; organized and have the ability to multi-task in a changing environment.

**WHO MAY APPLY: SROA and Surplus are encouraged to apply.** Persons currently in the above classification, within lateral transfer range of those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **QUALITY CONTROL TECHNICIAN, PRISON INDUSTRIES (CLEANING PRODUCTS)**. Applications will be screened and only the most qualified will be scheduled for interviews. Please indicate the classification and position number on your application. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, CSP – Los Angeles, Attn: Rudy Ramiro, 44750 60<sup>th</sup> Street West, Lancaster, CA 93536-7620.

**CONTACT:** RUDY RAMIRO AT (661) 729-6934

**SENIOR ACCOUNTING OFFICER (SPECIALIST) - POSITION #063-041-4567-902 – \$4400-\$5508 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, ACCOUNTING SERVICES – REPORTS & RECONCILIATION UNIT – 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the Accounting Administrator I (Supervisor), this position independently performs research and analysis on complex accounting data in the Reports and Reconciliations Unit. Must have strong knowledge of analyzing financial reports, sub-ledger and General Ledger functions. Experience with automated accounting systems and the ability to work independently as well as on teams is required. Duties include, but are not limited to:

- Perform weekly/monthly reconciliations and analysis of the Enterprise Resource Planning (ERPLx) subsystem with the associated General Ledger accounts. Perform monthly master reconciliation of various Accounts Receivable (AR) accounts including Operating Revenue accounts. Prepare journal entry corrections
- Develop, maintain, and communicate procedures in ISO format (International Standards Organization)
- Communicate with customers, auditors, CALPIA staff and management, and control agency employees
- Participate in fiscal year end closing, annual external audit and special projects
- Prepare and create reports with financial analysis for management based on daily work assignments
- Provide expertise, over-site and training to other staff

**REQUISITE SKILLS AND ABILITIES:**

- Strong knowledge of financial, governmental and cost accounting
- Experience with Accounts Receivable
- Strong Analytical skills and ability to draw sound conclusions
- Excellent written and oral communication skills
- Excellent organizational and time management skills
- Detail oriented, focused on accuracy, able to meet deadlines
- Knowledge of Microsoft Excel programs and Automated Accounting Systems

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. Applicants from the Associate Government Program Analyst list will also be considered. Persons currently in the above classification, within lateral transfer range of those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **SENIOR ACCOUNTING OFFICER (SPECIALIST)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**SENIOR ACCOUNTING OFFICER (SUPERVISOR) - POSITION #063-041-4569-001 – \$4622-\$5743 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, ACCOUNTING SERVICES – ACCOUNTS PAYABLE UNIT – 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under direction from the Accounting Administrator in the Accounting Office, the Senior Accounting Officer (Supervisor) must directly supervise staff members in the Accounts Payable (AP) unit. The incumbent must oversee all AP-related activities. Duties include, but are not limited to:

- Supervisory duties: monitor AP workloads; recruit, hire, and train employees; participate in examinations; complete Duty Statements, probationary and IDP reports, analyze job applications and interview candidates, administer progressive discipline, secure confidential documents, approve vacation requests, maintain personnel files, etc.
- Review and approve Claim Schedules and Revolving Fund requests (i.e., oversee vendor payments);
- Utilize CALPIA's enterprise-wide, automated accounting system, Enterprise Resource Planning System;
- Communicate with vendors, CALPIA staff members and control agencies to resolve payment issues;
- Prepare formal and informal correspondence (memorandums, ISO procedures, e-mails, );
- Ensure the accuracy of general ledger coding, assist with posting journal entries, prepare various accounting reports.
- Prepare, oversee, and analyze AP reports for accuracy, trends, and organizational impact.
- Perform year-end AP duties and work with the external auditors.

**REQUISITE SKILLS AND ABILITIES:**

- Knowledge of accounting and accounting principles, and internal control measures;
- Strong computer skills (WORD, EXCEL, etc.); key-data and 10-key experience;
- Superior analytical abilities;
- Excellent oral, written, and interpersonal skills;
- Self-directed, able to take initiative, dependable, excellent attendance and leader;
- Willingness to work with female offenders.

**WHO MAY APPLY:** Persons currently in the above classification, within lateral transfer range of those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **SENIOR ACCOUNTING OFFICER (SUPERVISOR)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**SKILLED LABORER – POSITION #063-760-6212-001 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3051-\$3505 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0700-1530,**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, ON-TIME DELIVERY-NORTH, 8681 YOUNGER CREEK DRIVE, SACRAMENTO, CA 95827.

**\*DESCRIPTION OF DUTIES:** Under the direction of the Superintendent II Maintenance & Repair HFM the Skilled Laborer will be responsible for minor maintenance and repair functions at various institutions throughout northern California. The incumbent will schedule and assess minor repairs to ascertain if they can be accomplished by them or if plant operations will have to affect the repairs and make necessary work orders to have the tasks performed. They will be responsible for keeping material and tool inventories, work orders and other reports with the MP2 Maintenance computer system.

**REQUISITE SKILLS AND ABILITIES:** Must possess a general knowledge of hand tools and be able to make minor repairs to various construction related trades. Be able to assess repair work needed, schedule work and keep an inventory of tools and materials. Have basic computer skills and be able to communicate with staff and others at a level that is professional and competent. Must have a current California Driver's License and be willing to travel as a normal portion of this assignment. This position will be included in the Department of Motor Vehicles' Employer Pull Notice (EPN) program.

**WHO MAY APPLY:** SROA and Surplus are encouraged to apply. Persons currently in the classification or within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **SKILLED LABORER**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**SKILLED LABORER – POSITION #063-760-6212-002 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3051-\$3505 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0700-1530,**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, ON-TIME DELIVERY-CENTRAL, CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES:** Under the direction of the Superintendent II Maintenance & Repair HFM the Skilled Laborer will be responsible for minor maintenance and repair functions at various institutions throughout northern California. The incumbent will schedule and assess minor repairs to ascertain if they can be accomplished by them or if plant operations will have to affect the repairs and make necessary work orders to have the tasks performed. They will be responsible for keeping material and tool inventories, work orders and other reports with the MP2 Maintenance computer system.

**REQUISITE SKILLS AND ABILITIES:** Must possess a general knowledge of hand tools and be able to make minor repairs to various construction related trades. Be able to assess repair work needed, schedule work and keep an inventory of tools and materials. Have basic computer skills and be able to communicate with staff and others at a level that is professional and competent. Must have a current California Driver's License and be willing to travel as a normal portion of this assignment. This position will be included in the Department of Motor Vehicles' Employer Pull Notice (EPN) program.

**WHO MAY APPLY:** SROA and Surplus are encouraged to apply. Persons currently in the classification or within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **SKILLED LABORER**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**SKILLED LABORER – POSITION #063-760-6212-003 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3051-\$3505 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0700-1530,**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, ON-TIME DELIVERY-SOUTH, CALIFORNIA INSTITUTION For MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710.

**\*DESCRIPTION OF DUTIES:** Under the direction of the Superintendent II Maintenance & Repair HFM the Skilled Laborer will be responsible for minor maintenance and repair functions at various institutions throughout northern California. The incumbent will schedule and assess minor repairs to ascertain if they can be accomplished by them or if plant operations will have to affect the repairs and make necessary work orders to have the tasks performed. They will be responsible for keeping material and tool inventories, work orders and other reports with the MP2 Maintenance computer system.

**REQUISITE SKILLS AND ABILITIES:** Must possess a general knowledge of hand tools and be able to make minor repairs to various construction related trades. Be able to assess repair work needed, schedule work and keep an inventory of tools and materials. Have basic computer skills and be able to communicate with staff and others at a level that is professional and competent. Must have a current California Driver's License and be willing to travel as a normal portion of this assignment. This position will be included in the Department of Motor Vehicles' Employer Pull Notice (EPN) program.

**WHO MAY APPLY:** SROA and Surplus are encouraged to apply. Persons currently in the classification or within lateral transfer range or those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The

**Search Term** for this position is **SKILLED LABORER**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**STAFF SERVICES ANALYST/ASSOCIATE BUDGET ANALYST - POSITION #063-046-5157-XXX \$2817-\$4579, POSITION #063-046-5284-XXX - \$4400-\$5508 - LIMITED TERM 24 MONTHS (MAY BECOME PERMANENT AT A LATER DATE) FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, BUDGET BUREAU, 560 EAST NATOMA STREET, FOLSOM, CA

**DESCRIPTION OF DUTIES:** California Prison Industry Authority (CALPIA) is currently recruiting for a Staff Services Analyst/Associate Budget Analyst to work in an atypical state environment responsible for the manufacturing of goods and services for sale to state agencies. CALPIA, as a small state agency, offers a fun and interesting place to work at an easily accessible location with free parking. Under the direct supervision of the Budget Bureau Chief, the incumbent is responsible for coordination, preparation, and analysis of the CALPIA industry and administrative budgets and other related fiscal items. As a self-funded (Non-General Fund) agency, the CALPIA budgeting function involves development and maintenance of manufacturing, service, and agricultural enterprise budgets; determination of enterprise and product feasibility and breakeven points, estimating inventories, labor requirements, and capital acquisition needs; evaluating revenue/production forecasts; and participating in special reviews at the request of CALPIA management. This position requires strong financial analysis, incorporation of complex math concepts, writing, and computer skills (Excel / Access / ERPLx).

**SKILLS AND ABILITIES:** Knowledge of state and non-state budgetary basics. • Strong math and computer skills with knowledge of various software programs (i.e., Word, Excel). • Strong analytical skills. • Ability to perform multiple tasks and set priorities appropriately. • Works well in a team environment. (Team player). • Works interdependently. • Self-starter and applies principles of completed staff work consistently. • Creative thinker. • Excellent writing and verbal skills. • Flexible. • Ability to translate direction into action. Desirable skills: Quick learner with good math skills willing to try something challenging and new.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **STAFF SERVICES ANALYST or ASSOCIATE BUDGET ANALYST**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**STAFF SERVICES ANALYST (GENERAL)/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST - POSITION #063-047-5157/5393-902 – \$2817-\$3529/\$4400-\$5508 LIMITED TERM 7 MONTHS - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, INVENTORY MANAGEMENT UNIT, 560 EAST NATOMA STREET, FOLSOM, CA

**DESCRIPTION OF DUTIES:** Under the supervision of the Staff Services Manager I of the Inventory Management Unit, the incumbent provides analytical support for accounting and inventory related issues. This position reports to CALPIA Headquarters, located in the city of Folsom, CA. The work shift is Monday – Friday, 8:00a.m.-5:00p.m., flexible within core business hours, and free parking. Duties include but not limited to applying cost accounting and inventory related manufacturing principles to daily assignments while using Generally Accepted Accounting Principles. Develop data and reports utilizing CALPIA's Enterprise Resource Planning System (ERPLx) and Spreadsheet Server. Maintain, develop, update, and analyze manufacturing and cost accounting financial data. Develop and maintain product costs. Identify and resolve inventory accounting related issues. Researches variances and draws sound conclusions. Reviews data and makes analytical references based upon historical trends, forecasted data and accounting principles. Assist in the development and implementation of cost accounting processes, policies and procedures. Assist in the coordination and implementation of the physical inventory process and perform audits. Collect, verify, and analyze inventory and cost data. Assist with the valuation of a \$41 million inventory. Provide training to Central Office and Field staff. Some travel is required.

**REQUISITE SKILLS AND ABILITIES:**

- Have a strong working knowledge of financial, government accounting, and cost accounting functions
- Good interpersonal, verbal, and written communication skills
- Knowledge of Microsoft Excel, Word, and automated accounting systems
- Detail oriented, focused on accuracy, ability to meet deadlines
- Good organizational, time management skills, and multi-tasking skills
- Good interpersonal skills with all levels of staff

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **STAFF SERVICES ANALYST or ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**STAFF SERVICES ANALYST (GENERAL) - POSITION #063-047-5157-XXX – RANGE A \$2817-\$3529, RANGE B \$3050-\$3819, RANGE C \$3658-\$4579 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY 8:00 – 5:00**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, INVENTORY MANAGEMENT UNIT, 560 EAST NATOMA STREET, FOLSOM, CA

**DESCRIPTION OF DUTIES:** Under the supervision of the Staff Services Manager I of the Inventory Management Unit, the incumbent provides analytical support for accounting and inventory related issues. This position reports to CALPIA Headquarters, located in the city of Folsom, CA. The work shift is Monday – Friday, 8:00a.m.-5:00p.m., flexible within core business hours, and free parking. Duties include but not limited to applying cost accounting and inventory related manufacturing principles to daily assignments while using Generally Accepted Accounting Principles. Develop data and reports utilizing CALPIA's Enterprise Resource Planning System (ERPLx) and Spreadsheet Server. Maintain, develop, update, and analyze manufacturing and cost accounting financial data. Develop and maintain product costs. Identify and resolve inventory accounting related issues. Researches variances and draws sound conclusions. Reviews data and makes analytical references based upon historical trends, forecasted data and accounting principles. Assist in the development and implementation of cost accounting processes, policies and procedures. Assist in the coordination and implementation of the physical inventory process and perform audits. Collect, verify, and analyze inventory and cost data. Assist with the valuation of a \$41 million inventory. Provide training to Central Office and Field staff. Some travel is required.

**DESIRABLE QUALIFICATIONS:** Good interpersonal skills with all levels of staff; Excellent organizational, multi-tasking, and time management skills; Detail oriented, focused on accuracy, able to meet deadlines; Knowledge of Microsoft Excel programs and automated accounting systems.

**WHO MAY APPLY:** Lateral transfers, reinstatements, and list appointments will be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **STAFF SERVICES ANALYST**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**HOW TO APPLY/APPLICATION REQUIREMENTS:** To find out how to become a State civil service employee, visit the California Department of Human Resources (CalHR) website at [www.calhr.ca.gov](http://www.calhr.ca.gov) and/or go to the Staff Services Analyst examination at <http://jobs.ca.gov/Bulletin/Bulletin/Index?examCD=7PB34> to participate. Interested individuals must submit a STD 678, Examination and/or Employment Application. The STD 678 can be accessed at the CalHR website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Surplus applicants must attach a copy of their letter.

**SUBMIT APPLICATIONS TO:** California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**STUDENT ASSISTANT – POSITION #063-047-4870-XXX – PART TIME – LIMITED TERM - \$8.00-\$14.00/HOUR - FINAL FILING DATE – MAY 2, 2014 - WORK SHIFT: HOURS TO BE DETERMINED, FLEXIBLE WITH YOUR SCHOOL SCHEDULE**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, INVENTORY MANAGEMENT - 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the Staff Services Manager I, the incumbent will provide support primarily to the Inventory Management units as well as to all of the Accounting Services Division.

Duties will include but are not limited to:

- Create, maintain, analyze and reconcile financial data including General Ledger data, Item Master, Contracts, Billing, etc.
- Perform duties using Microsoft Office and other software products, develop, update, maintain and reconcile spreadsheets while ensuring accuracy.
- Develop reports and queries using the ERPLx system, Spreadsheet Server and other reporting tools.
- Review data and make analytical references based upon historical trends and forecasted data.

**REQUISITE SKILLS AND ABILITIES:** Must be enrolled in a minimum of 6 semester or 9 quarter units from an accredited college or university. Knowledge of Microsoft Office computer programs is required. Must be able to work in a team environment. Persons appointed to this position are expected to have good interpersonal skills with all levels of staff, be able to multi-task while maintaining efficiencies and accuracy.

- Currently enrolled in an Accounting curriculum or similar field

- Intermediate or higher skill level in MS Excel and familiarity with database programs

- Excellent organizational and time management skills, detail oriented and able to meet deadlines

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The

**Search Term** for this position is **STUDENT ASSISTANT**. Applications will be screened and only the most qualified will be scheduled for interviews. When applying, please note Position number 063-047-4870-XXX on your application. The STD 678 can be accessed at the CalHR website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

**WAREHOUSE WORKER (CORRECTIONAL FACILITY) – POSITION #073-400-6221-002 - LIMITED TERM 24 MONTHS - (MAY BECOME PERMANENT AT A LATER DATE) - \$3128-\$3591 - FINAL FILING DATE: UNTIL FILLED - WORK SHIFT: MONDAY – FRIDAY, 0900-1700, NO LUNCH BREAK.**

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, CSP – CORCORAN, ON-TIME DELIVERY – CENTRAL, 4001 KING AVENUE, CORCORAN, CA 93212.

**\*DESCRIPTION OF DUTIES: DESCRIPTION OF DUTIES:** This position assists in the planning and scheduling of labor and materials used in the receipt, storage and shipping of various products; prepares shipping documents and bill of lading prior to shipment of finished goods and raw materials; receives and signs for items incoming products and supplies checking items against the packing slip and bill of lading; performs CALPIA database transactions for the receipt and shipment of products; operate lift trucks and other material handling equipment; follow IIPP and adhere to warehouse related safety regulations; assists in the issuance, transportation and processing of sales orders and shipping documents for shipping finished goods to customers; investigates complaints and obtains proof of deliveries from carriers, make local deliveries and pickup parts as required; insures that proper discipline and security is maintained in the work area.

**SKILLS and ABILITIES:** Knowledge of warehousing functions. Methods, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records. Skill in: Operation of powered materials handling equipment. Possession of a valid Class III California driver license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6m000 pounds or less), and will be included in the DMV Employee Pull Notice Program.

**WHO MAY APPLY:** Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, those with list eligibility and all other types of recruitment may be considered. For more information, please refer to: [www.jobs.ca.gov](http://www.jobs.ca.gov). Click on **Career Planning** then **Classification Specifications**. The **Search Term** for this position is **WAREHOUSE WORKER (CORRECTIONAL FACILITY)**. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate if you are a SROA/Surplus employee on your application. Please indicate the classification and position number on your application.**

**SUBMIT APPLICATIONS:** Send a standard State application (Form 678), available at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to: California Prison Industry Authority, Human Resources, Attn: Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**CONTACT:** SHANNON PANCHO AT (916) 358-1782

*\*Persons appointed to this position 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 inmates. Assignments during tour of duty may include sole responsibility of inmates and/or the protection of personal and real property.*

## **CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)**

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at [www.pia.ca.gov](http://www.pia.ca.gov). For questions regarding the following examination(s), please call (916) 358-2696.

### **TYPE OF EXAMINATION: OPEN**

There are no open examinations being administered at this time.

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### **TYPE OF EXAMINATION: CEA**

There are no CEA examinations being administered at this time.

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### **TYPE OF EXAMINATION: PROMOTIONAL**

There are no promotional examinations being administered at this time.

**CALIFORNIA PRISON INDUSTRY AUTHORITY,  
CONTINUOUS FILING EXAMINATION(S)**

Applications are currently being accepted on a continuous basis for the following examination(s):

**TYPE OF EXAMINATION: OPEN**

Prison Industries Superintendent I/II (Agriculture)

Industrial Supervisor, Prison Industries (Bakery)  
Prison Industries Superintendent II (Bakery)

Industrial Supervisor, Prison Industries (Detergent Plant)  
Prison Industries Superintendent I/II (Detergent)

Industrial Supervisor, Prison Industries (Fabric Products)  
Prison Industries Superintendent I/II (Fabric Products)

Industrial Supervisor, Prison Industries (Food & Beverage Packaging)  
Prison Industries Superintendent II (Food & Beverage Packaging)

Industrial Supervisor, Prison Industries (Laundry)  
Prison Industries Superintendent I/II (Laundry)

Industrial Supervisor, Prison Industries (Mattress & Bedding)  
Prison Industries Superintendent II (Mattress & Bedding)

Industrial Supervisor, Prison Industries (Metal Fabrication)  
Prison Industries Superintendent I/II (Metal Products)

Industrial Supervisor, Prison Industries (Optical Products)  
Prison Industries Superintendent I/II (Optical Products)

Industrial Supervisor, Prison Industries (Shoe Manufacturing)  
Prison Industries Superintendent I/II (Shoe Manufacturing)

## **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)**

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

***PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY***

### **TYPE OF EXAMINATION: PROMOTIONAL**

### **FINAL FILING DATE**

Associate Budget Analyst  
Personnel Supervisor I/II

Continuous

Continuous

### **TYPE OF EXAMINATION: OPEN**

There are no open examinations being administered at this time.

## **CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS**

Examinations listed below are administered by CALHR. Examination bulletins are available at [www.calhr.ca.gov](http://www.calhr.ca.gov). Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.

Accountant I (Specialist)  
Accountant Trainee  
Accounting Technician  
Associate Governmental Program Analyst  
Staff Services Analyst  
Staff Services Manager I  
Staff Services Manager II

## **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES (CCHCS) EXAMINATION(S)**

The California Correctional Health Care Services (CCHCS) is conducting Training & Experience Assessments (examinations) on behalf of the California Prison Industry Authority (CALPIA) for the following exams:

### **TYPE OF EXAMINATION: OPEN**

Custodian (Correctional Facility)  
Lead Custodian (Correctional Facility)  
Custodian Supervisor II (Correctional Facility)  
Custodian Supervisor III (Correctional Facility)

### **FINAL FILING DATE**

Continuous  
Continuous  
Continuous  
Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to [www.ChangingPrisonHealthcare.org](http://www.ChangingPrisonHealthcare.org)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. Application forms for the above mentioned exams are contained within the internet process; therefore, a standard State application (STD 678) is not necessary. However, once you have successfully completed the exam, it will be necessary for you to complete a State application (STD 678) when applying for all job vacancies. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application.

**\*\*APPLY ON-LINE WITH THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES\*\***