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CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (SHOE MANUFACTURING) 3PI03-01
PRISON INDUSTRIES SUPERINTENDENT I (SHOE MANUFACTURING) 3PI03-02
PRISON INDUSTRIES SUPERINTENDENT II (SHOE MANUFACTURING) 3PI03-03

OPEN

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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST AT	**Richard J. Donovan Correctional Facility, San Diego and California Men's Colony, San Luis Obispo**
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an open examination.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. **DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)** Note: If you meet the minimum qualifications for the Supervisor, Superintendent I and Superintendent II with the same filing date, you may apply for all examinations using the same application. Please indicate this on your application.
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than **APRIL 18, 2013**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held **MAY/JUNE 2013.**
SALARY	Industrial Supervisor, Prison Industries (Shoe Manufacturing) $3924 - $4962 Prison Industries Superintendent I (Shoe Manufacturing) $4308-$5191 Prison Industries Superintendent II (Shoe Manufacturing) $4728-$5698
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged on to the list in order of final scores, regardless of dates. The names will remain on the eligible list for a period of 24 months after it is established.

POSITION DESCRIPTION	**<u>All Classes</u>** This enterprise involves the shoe manufacturing process, specializing in cutting, stitching, lasting, injection molding, finishing and packing. **<u>Industrial Supervisor, Prison Industries (Shoe Manufacturing</u>**) An Industrial Supervisor, Prison Industries (Shoe Manufacturing) plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises inmates or residents in production work, quality control, safety, and personnel development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates or residents for contraband, such as weapons or illegal drugs; and does other related work. **<u>Prison Industries Superintendent I (Shoe Manufacturing)</u>** A Prison Industries Superintendent I (Shoe Manufacturing) supervises or assists in supervising an industrial shoe manufacturing operation; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in the development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs. **<u>Prison Industries Superintendent II (Shoe Manufacturing)</u>** A Prison Industries Superintendent II (Shoe Manufacturing) is responsible for supervising an industrial shoe manufacturing operation; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	**NOTE**: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. **All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected**.
MINIMUM QUALIFICATIONS	**Industrial Supervisor, Prison Industries (Shoe Manufacturing)** Two years of production experience in a shoe manufacturing enterprise or trade. (Education, such as trade school, vocational education, or major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.) **Promotional Candidate:** Promotional candidates, including employees on training-and-development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment. **Prison Industries Superintendent I (Shoe Manufacturing)** **Either I** One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Shoe Manufacturing). **Or II** Three years of production experience in a shoe manufacturing processing enterprise or trade, at least one year of which shall have been in a supervising capacity. **Prison Industries Superintendent II (Shoe Manufacturing)** **Either I** One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Shoe Manufacturing). **Or II** Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Shoe Manufacturing). **Or III** Four years of production experience in a shoe manufacturing processing enterprise or trade, at least two years of which shall have been in a supervising capacity.
SPECIAL PERSONAL CHARACTERISTICS	Tact, patience, and ability to work with persons confined in a correctional institution.
SPECIAL PHYSICAL CHARACTERISTICS	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. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS	**<u>Industrial Supervisor, Prison Industries (Shoe Manufacturing)</u>** Supervisory experience; education equivalent to completion of the twelfth (12) grade; and assertiveness. **<u>Prison Industries Superintendent I/II (Shoe Manufacturing)</u>** Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience.
EXAMINATION INFORMATION	This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under the scope. In order to obtain a position on the eligible list, a minimum rating of **70%** must be attained in the interview. ***COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.*** **QUALIFICATIONS APPRAISAL – WEIGHTED 100%**
SCOPE	A. **Knowledge of** (with particular reference to a shoe manufacturing operation): 1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations. 2. Production scheduling and control. 3. Quality standards and control. 4. Safety practices and orders. 5. Materials handling techniques. 6. Principles of personnel management and supervision, budget preparation, and cost control. **<u>Prison Industries Superintendent I and II (in addition to 1-6)</u>** 7. The Department's equal employment objectives. 8. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment. B. **Ability to** (with particular reference to a shoe manufacturing operation): 1. Set up, repair, maintain, adjust, and operate required equipment. 2. Make labor and material estimates. 3. Instruct and supervise staff, inmates, or residents in production techniques and safety practices. 4. Maintain firm, impartial, and consistent discipline. 5. Understand rules, regulations, laws, and procedures. 6. Analyze situations accurately and take effective action. 7. Keep records and prepare reports. 8. Read and write English at a level required for successful job performance. **<u>Prison Industries Superintendent I and II (in addition to 1-8)</u>** 9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
VETERANS' PREFERENCE CREDITS	Veterans' Preference Credits will be added to the final score of all competitors in this examination who quality for the credits and successfully complete all part(s) of the examination. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.
EDUCATION AND EXPERIENCE	If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to the standards developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination." Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" and the "Scope" carefully to see what kind of information will be useful to the staff doing the evaluation.

QUESTIONS	If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CALHR, local offices of the Employment Development Department, CALPIA, and at www.pia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-Promotional exams. Credit in Open entrance and Open Non-promotional examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for Veterans' Preference Credits are on the Veterans' Preference application (Form 10093), which is available from CALHR, the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: 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 to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.