



# CALIFORNIA PRISON INDUSTRY AUTHORITY

**INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (BINDERY) 5PIBD-01**  
**PRISON INDUSTRIES SUPERINTENDENT II (BINDERY) 5PIBD-03**

## OPEN EXAMINATION - STATEWIDE

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL) EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND 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.

<b>POSITION (S) EXIST IN</b>	California State Prison, Solano, California.
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 12 months may apply for this examination.
<b>HOW TO APPLY</b>	State Applications (Form STD 678) 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.  <b>Your State Application must include the above "Exam Title" and "Exam Code" in order to be processed. Applications without this information may be subject to rejection.</b>  <b>DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CaHR)</b>
<b>FINAL FILING DATE</b>	CALPIA establishes test dates. Testing is considered <u>continuous</u> as dates can be established at any time and eligible lists are merged.
<b>SALARY RANGE</b>	<b>Industrial Supervisor, Prison Industries (Bindery) \$4042 - \$5111</b> <b>Prison Industries Superintendent II (Bindery) \$4944 - \$6136</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	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.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental OPEN eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires <b>24</b> months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>POSITION DESCRIPTION</b>	<b>All Classes</b> This enterprise manufactures heat-sealed binders, turned edge binders, polyethylene binders, mesh signs and vests using heat-sealed lettering, pressboard files, diploma covers, and various other silkscreen printed specialty items.  An <b>Industrial Supervisor, Prison Industries (Bindery)</b> plans and schedules production, including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendation to increase production efficiency and product quality; trains, counsels, and supervises inmates in production work, quality control, safety, and personal development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, 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 to others or to property; maintains security of working areas and work materials; and inspects and searches inmates for contraband, such as
<b>POSITION DESCRIPTION (continued)</b>	

	<p>weapons or illegal drugs.</p> <p>A <b>Prison Industries Superintendent II (Bindery)</b> 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.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE:</b> 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. <b>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.</b>
<b>MINIMUM QUALIFICATIONS</b>	<p><b><u>Industrial Supervisor, Prison Industries (Bindery)</u></b> Two years of production experience in a bindery 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.)</p> <p>Promotional Candidates: 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.</p> <p><b><u>Prison Industries Superintendent II (Bindery)</u></b> <b>Either I</b> One year of experience in the California State service performing the duties of Prison Industries Superintendent I (Bindery).</p> <p><b>Either II</b> Two years of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (Bindery).</p> <p><b>Or III</b> Four years of production experience in a bindery enterprise or trade, at least two years of which shall have been in a supervising capacity.</p>
<b>MINIMUM QUALIFICATIONS (continued)</b>	
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Tact, patience, and ability to work with persons confined in a correctional institution.
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	Persons appointed to positions in this class must be reasonably expected to have and maintained 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.
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	<p><b><u>Industrial Supervisor, Prison Industries (Bindery)</u></b> Supervisory experience; education equivalent to completion of the 12<sup>th</sup> grade; assertiveness.</p> <p><b><u>Prison Industries Superintendent II (Bindery)</u></b> Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution.</p>
<b>EXAMINATION INFORMATION</b>	<b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b> This examination will consist of a qualifications appraisal interview. During their interview,

	<p>competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>
<p><b>SPECIAL NOTE: EDUCATION AND EXPERIENCE</b></p>	<p><b>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification.</b> For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
<p><b>SCOPE OF EXAM</b></p>	<p><b>A. Knowledge of (with particular reference to bindery):</b></p> <p><b><u>Industrial Supervisor, Prison Industries (Bindery)</u></b></p> <ol style="list-style-type: none"> <li>1. Methods, materials, machinery, processes, tools and equipment used in industrial operations to carry out work assignments.</li> <li>2. Production scheduling and control to operate safely, efficiently and effectively.</li> <li>3. Quality standards and control to meet CALPIA goals.</li> <li>4. Safety practices to meet CalOSHA, CDCR and CALPIA rules and regulations.</li> <li>5. Materials handling techniques to carry out assignments in a safe and efficient manner.</li> <li>6. Principles of personnel management and supervision to maintain positive and productive relationships.</li> <li>7. Basic computer skills, including document creation, spreadsheets and CALPIA computer operating systems to generate, analyze and evaluate data.</li> </ol> <p><b><u>Prison Industries II (Bindery) (in addition to 1 – 7)</u></b></p> <ol style="list-style-type: none"> <li>8. Budget preparation and cost control to make recommendations based upon documented data and information.</li> <li>9. The Department's Equal Employment Opportunity objectives to ensure a diverse workforce.</li> <li>10. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, to maintain a work environment that is free of discrimination and harassment to comply with federal and State laws, rules and regulations.</li> </ol> <p><b>A. Ability to (with particular reference to bindery):</b></p> <p><b><u>Industrial Supervisor, Prison Industries (Bindery)</u></b></p> <ol style="list-style-type: none"> <li>1. Set-up, repair, maintain, adjust, and operate required equipment to efficiently and effectively carry out work assignments.</li> <li>2. Make labor and material estimates to evaluate cost and materials to produce a work product.</li> <li>3. Instruct and supervise inmates, in production techniques and safety practices to meet mandated requirements, enhance job performance and meet CalOSHA, CDCR and CALPIA rules and regulations.</li> <li>4. Maintain firm and impartial and consistent discipline to ensure cooperation and operate efficiently, safely and effectively.</li> <li>5. Understand rules, regulations, laws, and procedures to ensure appropriate compliance in the workplace.</li> <li>6. Analyze situations accurately and take effective action to complete projects and assignments.</li> <li>7. Keep records and prepare reports to compile and manage information.</li> <li>8. Communicate effectively at a level required for successful job performance to effectively convey and understand concepts and information.</li> </ol> <p><b><u>Prison Industries Superintendent II (Bindery) (in addition to 1 – 8):</u></b></p> <ol style="list-style-type: none"> <li>9. Read and write English at a level required for successful job performance to provide clear information in order to accomplish CALPIA goals and objectives.</li> <li>10. Effectively promote the Department's Equal Employment Opportunity policy and maintain a work environment that is free of discrimination and harassment to comply with federal and State laws, rules and regulations.</li> </ol>
<p><b>VETERANS' PREFERENCE/CAREER CREDITS</b></p>	<p>Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.</p> <p>Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE</p>

	ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.  Career Credits are not granted in "OPEN" exams.
<b>QUESTIONS?</b>	If you have any questions concerning this announcement, please contact 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 California Prison Industry Authority 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.calpia.ca.gov](http://www.calpia.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 on the other side of 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:** Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**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:** The California Prison Industry Authority 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.

CALIFORNIA PRISON INDUSTRY AUTHORITY  
560 EAST NATOMA STREET \* FOLSOM, CA 95630-2200-WWW.CALPIA.CA.GOV  
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**Industrial Supervisor, Prison Industries (Bindery)**  
(Class Code: 7218)  
**Prison Industries Superintendent II (Bindery)**  
(Class Code: 7217)