**EXAM TITLE: PRISON INDUSTRIES SUPERINTENDENT I (PRINTING)**
**CLASS: 7176**
**EXAM CODE: 6PIPN-02**

**Department:** CALIFORNIA PRISON INDUSTRY AUTHORITY
**Bulletin Release Date:** August 29, 2016
**Final Filing Date:** Continuous Examination Filing
**Type of Examination:** OPEN - STATEWIDE

## EQUAL EMPLOYMENT OPPORTUNITY

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.

## DRUG FREE STATEMENT

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.

## POSITION(S) EXIST IN

California Men's Colony, San Luis Obispo; and Folsom State Prison, Folsom, California.

## WHO SHOULD APPLY

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.

## EXAMINATION INFORMATION

This examination consists of Training and Experience Self-Assessment examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## HOW TO APPLY

The Training and Experience Self-Assessment examination is available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Self-Assessment examination by clicking the link in the **TAKING THE EXAM** section of this bulletin.

## SALARY RANGE

$4639-$5758

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CALPIA Examination Unit at (916) 358-2696 to make specific arrangements.

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

## ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing CALPIA eligible list in order of final scores regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after

**12** months. The resulting eligibility list will be used to fill vacancies at CALPIA. A departmental OPEN eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## POSITION DESCRIPTION

This enterprise involves the printing of decals, stickers, tags, forms, envelopes, business cards and other specialty printing items using digital copy, letterpress, offset web and sheet fed printing equipment.

A Prison Industries Superintendent I (Printing) supervises or assists in supervising an industrial Printing enterprise; 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 and product redesign; selects, trains, counsels, and supervises staff and offenders 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 offenders 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 offenders for contraband, such as weapons or illegal drugs.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement as of the date this test is taken.

## MINIMUM QUALIFICATIONS

*Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern, distinguished as "either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, & additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

**Either I**

One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Printing).

**Or II**

Three years of production experience in a printing enterprise or trade, at least one year 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 offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal and real property.

## ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in offset printing.

Equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.

## SCOPE OF THE EXAM

**A. Knowledge of (with particular reference to Printing):**

1. Methods, materials, machinery, techniques, processes, tools, and equipment used in industrial operations carry out assignments.
2. Production scheduling, processes and control to complete projects and assignments in a timely manner.
3. Quality standards and control to maintain integrity of the end product.
4. Safety practices and rules to ensure a secure workplace.
5. Materials handling techniques operate safely, efficiently, and effectively.

6. Principles of personnel management and supervision to provide efficient prioritization of projects and assignments.
7. Basic computer skills, including document creation, spreadsheets, and computer operating systems to ensure efficient record keeping.
8. Budget preparation and cost control to compile information and assist management with implementing appropriate courses of action.
9. The department's Equal Employment Opportunity objectives to consistently apply rules and regulations.
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.

**B. Ability to (with particular reference to Printing):**

1. Set up, maintain, adjust, and operate required equipment to consistently continue production.
2. Instruct and supervise offenders in production techniques and safety practices to ensure productivity and well-being in the workplace.
3. Maintain firm, impartial, and consistent discipline to ensure cooperation and accomplish goals and objectives.
4. Understand rules, regulations, laws, and procedures to ensure compliance.
5. Analyze situations accurately and take effective action to efficiently carry out assignments.
6. Keep records and prepare reports to generate, analyze, and evaluate data.
7. Read, write and communicate at a level required for a successful job performance to convey information and concepts clearly and concisely.
8. Make labor and material estimates to deliver products in a timely manner.
9. Select, train, counsel, discipline and supervise staff and offenders in production work to ensure work performed is in compliance with CALPIA goals and objectives.
10. Write, direct the preparation and ensure the accuracy of correspondence, production and inventory reports, records, plans, policies, and formalize enterprise's operating procedures to support CALPIA programs.
11. Communicate with vendors, make recommendations and prepare procurement documents for necessary equipment and materials to provide for efficient prioritization and completion of projects and assignments.
12. Provide customer service to ensure quality of services.

## TAKING THE EXAM

**Click the link below and you will be directed to the Training and Experience Self-Assessment examination, or visit www.calpia.ca.gov. Once you have completed the Training and Experience Self-Assessment examination, you will receive your examination results.**

Click here to go to the Training and Experience Self-Assessment examination for Prison Industries Superintendent I (Printing)

## VETERANS' PREFERENCE

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.

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.

## CAREER CREDITS

Career Credits will not be added to the final score for this examination, because it is an OPEN examination and therefore does not meet the requirements.

## QUESTIONS?

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

**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 accordingly.

**Applications are available** at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CALPIA Human Resources, and online at 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.

**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 promotional, 4) service-wide promotional, 5) open eligible list. 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 should 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.

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**CALIFORNIA PRISON INDUSTRY AUTHORITY**
**EXAMINATION UNIT**
**560 EAST NATOMA STREET * FOLSOM, CA 95630-2200**
**www.calpia.ca.gov**