BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions:

Under the general direction of the Branch Manager in the Operations Division, the Prison Industries Manager (General) manages the day-to-day operations of existing programs; new industrial program development; monitoring and feedback regarding program operations; and improvement and redirection of California Prison Industry Authority (CALPIA) industrial programs.

Work Schedule: Monday – Friday, 0800 – 1700

ESSENTIAL FUNCTIONS

Oversees, analyzes, evaluates, and manages all aspects of enterprise operations to meet customer priorities. Maintains regular contact with field staff and divisions throughout Central Office, including, but not limited to, fiscal, procurement, personnel, incarcerated individual workforce development, staff development, sales, marketing, regulatory compliance, and information technology, regarding matters that impact the daily operation and overall health of the Enterprise. Continuously reviews customer demand as outlined by Marketing and open orders; communicates with factory regarding capacity and anticipated issues in production; compares demand to statewide capacity and manages the distribution and scheduling of orders as necessary; reviews production planning within each site to ensure stocking levels and reorder points are established and followed; determines adjustments as required, including overtime, shift changes, staffing needs, incarcerated individual needs, and potential buy outs to meet demand; reviews open order and past due information to determine variances from plan and addresses deficiencies; updates manager weekly at minimum regarding status as part of the weekly open orders and past due process. Establishes and updates priorities, including expedites and major/special projects.

Conducts financial analysis as required, no less than monthly; utilizes revenue report, statement of operations, budget to actuals, and gross margin analysis tool to identify notable variances in planned budget and associated cause; identifies necessary corrections to coding errors and plans of action for budgetary shortfalls. Maintains routine contact with the field regarding operational impacts that will result in budget variances. Provides monthly update regarding key enterprise activities and events during enterprise gross margin analysis meeting. Reviews operational policies and procedures as well as production practices and implements changes as identified to improve production efficiency and product quality while minimizing costs and standardizing processes. In collaboration with Marketing and field staff, reviews potential products and services to determine if the factory has the capability and capacity to produce proposed products; researches requirements to increase capacity including, but not limited to, procure necessary equipment, add staffing, and procure materials. Researches new equipment trends; evaluates need, feasibility, and return on investment; and assists with request/justification for purchasing. Monitors capital equipment and improvement purchases, and keeps abreast of status and obstacles that may result in the delay of procurement and installing. Researches available training and certification programs for incarcerated individuals and provides recommendations for implementation. Reviews enrollment and completion of programs to ensure incarcerated individual development. Reviews contracts and capital purchases to provide recommendations regarding changes and approval prior to execution.

(Continued on Page Two)
Collaborates with field staff to establish budgetary needs during Annual Plan, Mid-Year Revise, and via contingency process by assisting Marketing with the development of the annual and mid-year revenue forecasts based on factory capabilities; develops production plan based on Marketing demand forecasts and intercompany transfers; reviews budget and capital concept statements, budget change proposals, 5-year capital plans, capital requests, consulting and professional service allotments, and out-of-state travel requests for completeness and provides recommendations to management regarding approval and prioritization as necessary; and reviews field distributed support allocations completed by field Administrators and Lead Managers to ensure accuracy based on enterprise support and recommends changes as necessary. Reviews discontinuance and disposal of raw materials and finished products and provides recommendation to management regarding plan for phase out of products. Reviews overhead rates with field and Accounting staff to ensure accuracy and provides recommendations to management for approval. Analyzes newly introduced rules and regulations related to operations as they are introduced and advises management of the impact and proposed changes to policies, procedures, and equipment as required to ensure compliance. Prepares analysis, reports, and issue papers for Executive review and Prison Industry Board packages as required. Conducts meetings with field enterprises, no less than annually. Prepares analysis and feedback for Enterprise Business Reviews and manages resolution of associated action items. Works with Marketing to resolve customer complaints and product quality issues. Provides direct supervision and leadership to subordinate staff within the Operations General Fabrication Unit. Provides direction to subordinate staff in regards to work assignments, training, workload priorities, and staff performance. Promotes and facilitates upward mobility training and conducts regular staff meetings. Provides necessary direction, feedback, counseling, and identifies necessary training for individuals or groups as assigned. Elevates personnel performance issues for non-direct reports to Branch Manager as required.

**MARGINAL FUNCTIONS**

Participates with Human Resources, as a Subject Matter Expert, in the development of training and hiring criteria. Assists in the recruitment of personnel through examination and hiring processes. Performs site visits of all assigned enterprises on an annual basis. Occasional overnight travel throughout the State is required. As required, provides backup relief to positions in the institution production facilities and assists in the recruitment and selection of personnel within the related trade discipline. Performs other classification-related duties as required.

**ADDITIONAL EXPECTATIONS**

Persons appointed to positions in this class must reasonably be 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 incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal or real property.