

DUTY STATEMENT

1. Institution/Division/Office: California Men's Colony/Operations/CALPIA		2. Unit/Industry/Enterprise: Printing	
3. Classification Title: Industrial Supervisor, Prison Industries (Printing)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 058-310-7216-004		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Prison Industries Superintendent I (Printing), the incumbent is responsible for the supervision of incarcerated individual workers engaged in the printing enterprise. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.			
8. Work Schedule: Monday - Thursday; 0630 - 1630			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
35%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Plans and schedules sticker production including labor and supplies. Is responsible for ensuring that all assigned work is completed on schedule and quality of work meets or exceeds the established standards. Supervises incarcerated individual workers in offset and letterpress styles of printing: Glue-on area, Inspection, Letterpress Department, shipping, plate making and equipment.</p>	
25%		<p>Evaluates incarcerated individual workers performance; recommends appropriate action by issuing quarterly reports. Maintains individual reports for new incarcerated employees. Issues appropriate paper to assist in maintaining discipline. Maintains, at all times, the highest level of security of the institution by being diligent, observant, and vigilant in following and adhering to the established policies and procedures governing the loading and unloading of delivery trucks, thus precluding breaches of security and the escape of incarcerated individuals. Maintains order and supervises the conduct of incarcerated individuals. Analyzes situations accurately and takes effective/necessary action.</p>	
20%		<p>Checks and services all equipment on a daily basis. Maintains daily check sheets. Reviews supplies and paper inventory on a regular basis and secures price quotes for any necessary procurement.</p>	
10%		<p>Interfaces with customers regarding delivery requirements.</p>	
5%		<p>Implements the individual components of the Incarcerated Individual Employability Program training and motivating incarcerated individuals in personal development through their participation in the program.</p>	
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