CALIFORNIA PRISON INDUSTRY AUTHORITY





Institution/Division/Office: CSP-Solano/Operations/CALPIA	2. Unit/Industry/Enterprise: Optical Lab
3. Classification Title: Industrial Sup, P.I. (Optical Products)	4. Proposed Incumbent (if known): Vacant
5. Current Position Number (Agency-Unit-Class-Serial): 075-270-7150-008	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 (Optical Products), the incumbent performs and supervises work in the production of safety and ophthalmic eye wear. Performing these duties, the incumbent is responsible for the following: eye wear manufacturing equipment, supplies and work areas, personnel and property safety, and the supervision of Level II and Level III incarcerated individual workers. 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 – Friday, 8:00am - 4:00pm; RDO's SAT, SUN					
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.				
	ESSENTIAL FUNCTIONS				
30%	Supervises and coordinates the activities of incarcerated individuals in the				
	manufacture of prescription eyewear and four staff in customer				
	service/shipping/billing/Assigns duties, schedules labor, material and equipment use				
	based on demonstrated need.				
20%	Supervises the installation, operation, maintenance, and repair of all optical				
	equipment, coordinates inventory replenishment.				
15%	Maintains order and supervises the conduct of incarcerated individual work crews;				
	maintains security within the work area; conducts regular safety meetings and				
	enforces safety rules in the operation of the industrial equipment; inspects premise				
	for contraband such as weapons or illegal drugs; maintains incarcerated individual				
	counts.				
15%	Implements the individual components of the Industry Employment Program (IEP).				
	Trains and motivates incarcerated individuals in personal development through their				
	participation in the program.				
10%	Maintains production reports in computer networks, reports production status to				
	Superintendent II, Performs regular quality control inspections on finished products				
	and establishes production standards; makes recommendations to increase				
	productivity. Completes required IST/OJT classes.				
5%	Assesses, training needs and provides instructions and refresher training to				
	incarcerated individuals as needed; assists in the development of standardized				
	instructions for the use of various equipment.				
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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.			
uuties.	MARGINAL FUNCTIONS			
5%	Provides back-up f	unctions for peer staff during sick lea	ve/training absences. Attends	
	and/or completes	mandatory or job related trainings.		
	ADDITIONAL EXPECTATIONS			
	Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Prison Industry Authority enterprise or			
	program; prevent escapes and injury by these person, to themselves or others or to			
	property by requesting assistance of the correctional staff assigned to the area			
	through the use of whistles, personal alarm devices, or other means necessary;			
	maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.			
11. SUPERVISOR'S STATE	MENT: I HAVE DISCUSSED TH	E DUTIES OF THE POSITION WITH THE EMPLOYEE.		
		COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME: Vacant		EMPLOYEE SIGNATURE:	DATE:	
PRINT MANAGER/SUPERVISOR NAME: Robert Wing		MANAGER/SUPERVISOR SIGNATURE:	DATE:	
HR APPROVAL: KS 6/28/25				