

DUTY STATEMENT

1. 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			
9. Percentage (%) of time performing duties: <div style="text-align: center;">30%</div> <div style="text-align: center;">20%</div> <div style="text-align: center;">15%</div> <div style="text-align: center;">15%</div> <div style="text-align: center;">10%</div> <div style="text-align: center;">5%</div>		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. <div style="text-align: center;">ESSENTIAL FUNCTIONS</div> <p>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.</p> <p>Supervises the installation, operation, maintenance, and repair of all optical equipment, coordinates inventory replenishment.</p> <p>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 premises for contraband such as weapons or illegal drugs; maintains incarcerated individual counts.</p> <p>Implements the individual components of the Industry Employment Program (IEP). Trains and motivates incarcerated individuals in personal development through their participation in the program.</p> <p>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.</p> <p>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.</p>	
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