CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
Richard J. Donovan Correction Facility (RJD)/Operations/CALPIA	Administration
3. Classification Title:	**4. Proposed Incumbent (if known):**
Prison Industries Manager (General)	Vacant
5. Current Position Number (Agency-Unit-Class-Serial):	**6. Effective Date:**
391-100-7157-001	

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

Under the general direction of the Industries Administrator, the position will serve as part of the management team of the complex and heavy industries within the R.J. Donovan Correctional Facility in San Diego, CA. These industries include the Bakery, Maintenance & Repair, Shoe Manufacturing, Laundry, Administration, Healthcare Facilities Maintenance, and Warehouse. The Prison Industries Manager provides leadership, direction and supervision of the programs with responsibility for all CALPIA civil service and incarcerated individual employees.

8. Work Schedule: Monday-Friday 0700-1500

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.
	ESSENTIAL FUNCTIONS
40%	Provides direction and leadership to CALPIA operations within the institutions. Responsible for overall production and administrative functions to include: production and inventory control, procurement, accounting, warehousing and personnel. Maintains discipline. Oversees the efforts of CALPIA staff in the areas of manufacturing, fabrication, quality and delivery of products and services to CALPIA customers. Serves as liaison between CALPIA and other state agencies and private vendors in matters related to new product development. Actively support and promote the Industry Employment Program.
20%	Provides oversight various supervisory staff in matters associated with day-to-day operations of the programs under their control and interacting with other CALPIA and institution managers, and CALPIA central office staff. Provides direction to subordinate staff in regards to work assignments, training, production methods and staff performances. Promotes and facilitates upward mobility training. Conducts regular staff meetings and serves on institution and CALPIA committees as requested by the institution Warden, CALPIA General Manager, institution Chief Deputy Warden and/or CALPIA Branch Manager.
20%	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; assists in incarcerated individual counts.
10%	Ensures that subordinate staff receives adequate training to achieve, exceed and maintain satisfactory performance appraisals in the areas of their responsibilities. Become familiar with and implement the provisions of various management resources and references, including but not limited to: applicable Penal Code and Government Code sections and other laws, regulations, bargaining unit agreements, State Administrative Manual sections, California Department of Corrections and Rehabilitation Operations Manual, State Personnel Board and Department of Personnel Administration laws and regulations, Title 15, all health and safety requirements including Title 8, and the policies and procedures of CALPIA. Ensures staff is familiar with the provisions of these and other references and their adherence.
5%	Oversees all budget requirements for the CALPIA programs. Develops budgets and monitors expenditures for each program. Responsible for the review and control of all procurement policies, procedures and practices for CALPIA operations.
	(Continued on Page Two)

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.
5%	**MARGINAL FUNCTIONS** Serves on personnel qualifications panels and provides necessary input on the hiring of new employees, or the promotion of current employees.
	ADDITIONAL EXPECTATIONS 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 incarcerted individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME: Vacant	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Richard Garcia	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NO 10/06/2025		