

CALCTRA
Career Training | Quality Products | Changed Lives

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DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. 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%	<u>MARGINAL FUNCTIONS</u> The Prison Industries Superintendent II supervises and evaluates staff performances in the implementation of the Incarcerated individual Employability Program (IEP), ensuring program requirements are accomplished on a timely basis. Performs other duties as required, which may include searching the factory premises for contraband and illegal drugs, and logging the searches.
5%	Assists in the selection of incarcerated individual workers, evaluates work records, and ensures that proper incarcerated individual supervision and order is maintained within the work area. Evaluates staff performance and prepares evaluation reports. Maintains production records of staff/incarcerated individuals and makes recommendations for staff development.
	<i>(Expectations & Requirements on Page 4)</i>

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Correctional Training and Rehabilitation 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.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant (LT)	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Tony Tozi	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: NO 9/17/2026		