

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Operations Division			
2. Enterprise/Unit: Fabric Engineering			
3. Classification Title: Prison Industries Superintendent II (Fabric Products)			
4. Working Title: Lead Patternmaker			
5. Position Number (Agency-Unit-Class-Serial): 063-084-7195-001	6. CBID: S12	7. WWG: E (Exempt)	8. Working County: Amador County
9. Tenure: Limited Term		10. Time Base: Full-Time	
11. License Requirement: N/A - Not Applicable		12. Endorsement Requirement: N/A	
13. Retirement Category: Safety		14. Work Schedule: M-F 06:45-2:45PM excluding lunch	
15. Incumbent Name (If known): Vacant (LT)		15a. Effective Date:	
16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under general direction of the Operations Prison Industries Manager of Fabric, the incumbent is responsible for the leadership, direction, and supervision of the daily operations of the Fabric Engineering Unit with responsibility for CALCTRA civil service and incarcerated individuals. This position is located at Mule Creek State Prison (MCSP), and physically reports to MCSP. The incumbent must adhere to policies and procedures of working on California Department of Correction and Rehabilitation (CDCR) grounds. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.			
17. Percentage (%) of time performing duties: 40%	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. <u>ESSENTIAL FUNCTIONS</u> Provides direct supervision to the Industrial supervisor of Fabric Engineering in regards to the day-to-day operation of the Fabric Engineering Unit. Trains, evaluates work performance, motivates and promotes upward mobility. Conducts regular staff meetings. Provides supervision and counseling of incarcerated individuals in the daily operation of the Fabric Engineering Unit. Selects, trains, motivates, and evaluates the work performance of the incarcerated individual work force. Maintains the safety and security of work area materials. Performs disciplinary and custodial duties as required. Responsible for ensuring the accuracy of incarcerated individual(s) counts and CDCR 191 time keeping records. Maintains all records associated with the Industry Employability Program. <i>(Essential Functions Continued on Page 2)</i>		

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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.
	<u>ESSENTIAL FUNCTIONS</u> Plans, Organizes, and supervises the operations of the Fabric Engineering Unit. Responsible for meeting project deadlines and managing workloads. Applies ISO quality standards and controls. Designs and develops new product and performs product revisions from concept to production ready packages including sketching; pattern design; draping; digitizing pattern, grading patterns and marker making utilizing the Gerber Computer assisted Design System; formulating garment construction; writing product specifications including finished garment measurements, sewing instructions, and illustrations; developing costing data using Bills of Material (BOMs) and performing time studies to assist in establishing routings. Creates production ready patterns in Gerber while maintaining fit and size consistency within product lines and CALCTRA quality standards. Provides design criteria and isometric drawings and sketches to assist with the production of detailed prints to be used in production. Utilizes Adobe Illustrator and other drawing programs to create illustrations for product specifications. Utilizes Microsoft Word and Excel as well as CALCTRA's Enterprise Resource Planning System (ERPix) and the internet to research, prepare, and maintain data. Maintains pattern files within the Gerber AccuMark system. Researches and designs concepts for new products and applies certification requirements. Provides technical assistance to Operations, Marketing, and customers to develop design criteria. Consults with the Prison Industries Manager of Fabric and factory superintendents on designs, finishes, and fabrics to ensure fit, form and function as well as production capability. Standardizes manufacturing processes, procedures, materials, patterns, grade rules, and product specifications for new and existing products making recommendations to improve product quality, functionality and overall production efficiencies. Analyzes factory and customer data to identify production, quality, and costing issues. Researches, recommends, and utilizes the latest industry materials, design trends, manufacturing processes, tools and equipment. Stays abreast of all industry trends to apply to product development on an on-going basis. Perform other duties as required related to this classification. Must Complete all mandated and job-related training. <i>(Marginal Functions on Page 3)</i>

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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> Travel to factories as directed to develop products, perform audits to ensure specification requirements are met, and to review production layouts and equipment. <i>(Expectations & Requirements on Page 4)</i>

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ADDITIONAL EXPECTATIONS

Persons appointed to positions in this class must reasonably be 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 incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal or real property.

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: Jacqueline Oxford	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: YR 10/7/2026		