DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	076-214-7204-XXX
UNIT NAME AND CITY LOCATED Inmate Dental Services Program	CLASSIFICATION TITLE Industrial Supervisor, Prison Industries (Dental Laboratory)
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Supervising Dentist, Correctional Facility or the Prison Industries Superintendent II (Dental Laboratory), the Industrial Supervisor, Prison Industries (Dental Laboratory) is responsible for the production and the fabrication of prosthetic devices for inmates in a dental laboratory within a correctional facility.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Supervises and coordinates the activities of inmate workers responsible for the fabrication, assembly, and repair of full or partial dentures. Constructs full and partial dentures in accordance with the instructions of a dentist. Reads prescriptions and consults with dentists to resolve problems or questions concerning prescription specifications. Trains new inmate workers on existing dental laboratory workflow; makes recommendations to increase production efficiency and product quality of the prosthetic devices; assigns dental prosthetic cases to inmate workers; inspects work in progress and upon completion to insure conformance to prescription specifications.
30%	Maintains order and supervises the conduct of inmate workers committed to the California Department of Corrections and Rehabilitation in the dental laboratory. Tracks the use of dental tools/equipment by inmate workers and completes daily tool control forms. Ensures inmate workers report to the designated laboratory work station. Responsible for complying with all regulations of the Inmate Work Incentive Program including maintaining inmate timesheets, conducting performance reviews, and initiating disciplinary action if needed.
20%	Provides training and direction to inmate workers on the proper use of dental equipment, handling of contaminated materials, safety, and tool control procedures. Replaces teeth in dentures as prescribed by a dentist. Packs acrylic resin and processes with heat. Removes dentures from flasks

15%	and molds, and finishes them to a smooth, glossy state without changing denture contour. Tracks incoming and outgoing dental prosthetic cases; inspects all incoming packages for contraband and to document all incoming cases; inspects all outgoing packages to ensure cases have been completed properly. Assists in the procurement of dental laboratory supplies and raw materials. Implements the individual components of the Inmate Work Incentive Program. Trains and motivates inmate workers in personal development through their participation in the program.

KNOWLEDGE AND ABILITIES

Knowledge of: Dentistry methods, materials, machinery, processes, tools, and equipment used in a dental laboratory. Production scheduling and control; quality standards and control; safety practices and orders; materials handling techniques; principles of personnel management and supervision.

Ability to: Set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff and inmate workers in production techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; communicate effectively at a level required for successful job performance.

DESIRABLE QUALIFICATIONS

Dental laboratory experience within a correctional facility; certification as a Dental Laboratory Technician by the National Board for Certification; completion of a dental technology program accredited by the Commission on Dental Accreditation. Supervisory experience; education equivalent to completion of twelfth (12) grade; and assertiveness. Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

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 inmates and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE