DUTY STATEMENT

CALCTRA
Career Training | Quality Products | Changed Lives

1. Institution/Division/Office: Valley State Prison (VSP) /Operations / CALCTRA			
2. Enterprise/Unit: Optical Products			
3. Classification Title: Prison Industries Superintendent I (Optical Products)			
4. Working Title: Superintendent I (Optical Products)			
5. Position Number (Agency-Unit-Class-Serial)**:** 921-270-7182-001	**6. CBID:** S12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Madera 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:** Monday - Thursday, 06:30 - 16:30	
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 the direction of the Prison Industries Superintendent II (Optical Products), this position is responsible for supervising Industrial Supervisors engaged in the supervision of incarcerated individuals in the manufacture of prescription eye wear as well as clerical staff involved in customer service in an Institutional Optical enterprise. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation and/or medical facilities.

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.**
	ESSENTIAL FUNCTIONS
35%	Supervises and coordinates the activities of the Industrial Supervisors in the manufacture of prescription eye wear, as well as the clerical staff in customer service. Assigns duties, schedules labor, material and equipment use based on demonstrated need.
30%	Supervises the installation, operation, maintenance, and repair of all optical equipment, coordinates inventory replenishment. Maintains order and supervises the conduct of staff and incarcerated individuals; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment.

(Essential Functions Continued on Page 2)

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.
	ESSENTIAL FUNCTIONS
20%	Implements the individual components of the Industry Employment Program (IEP). Trains and motivates incarcerated individuals in personal development through the participation of the incarcerated individual's in the program.
10%	Performs regular quality control inspections on finished products and establishes production standards; maintains production reports in computer networks, briefs Superintendent II on production status; makes recommendations to increase productivity. Completes all mandatory job-related training; Completes required IST/OJT classes.

(Marginal Functions on Page 3)

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.
	MARGINAL FUNCTIONS
5%	Acts as a back up to P.I Superintendent II during absences. Assesses training needs and provides instructions and refresher training to staff as needed; assists in development of standardized instructions for the use of various equipment.

(Expectations & Requirements on Page 4)

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: Keith D'Ambrosio	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: YR 10/13/2026		