DUTY STATEMENT

CALCTRA
Career Training | Quality Products | Changed Lives

1. Institution/Division/Office: California State Prison (CSP) Los Angeles County (LAC)/Operations			
2. Enterprise/Unit: Cleaning Products			
3. Classification Title: Industrial Supervisor, P.I. (Detergent Plant)			
4. Working Title: Industrial Supervisor (Cleaning Products)			
5. Position Number (Agency-Unit-Class-Serial)**:** 399-430-7151-001	**6. CBID:** R12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Los Angeles
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-Friday 0630-1430	
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 (Detergent), the incumbent is responsible for the supervision of Incarcerated Individual workers in the operations of the Cleaning Products Enterprise. 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:	**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.**
40%	**ESSENTIAL FUNCTIONS** Supervises and coordinates the work of Incarcerated Individual workers in the production of any and all cleaning products. Responsible for proper equipment operation, enforces equipment operational and lockout procedures. Ensures quality assurance standards in production and packaging of all products prior to shipment to customers. Oversees all safety procedures are followed and that Incarcerated Individual workers are properly attired in safety gear supplies and PPE. Keeps abreast of technological advances in the cleaning product industry. Resolves various customer complaints. Prepare records and reports on production. *(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
30%	Supervises the installation of equipment preventive maintenance program with tracking and recording of same. Maintains necessary materials, supplies and inventory levels. Is familiar with current operational procedures and makes entries in the SAGE X3 system. Maintains all computers files. Responsible for coordinating with the Quality Control Technician; and for assisting with production, inventory, and cost control.
15%	Responsible for training and motivating Incarcerated Individual workers in personal development through their participation and performance in the Cleaning Products Enterprise Apprenticeship program and recommends pay raises.
10%	Responsible for all timekeeping records. Attends IST classes, and stays apprised of institution and departmental rules and regulations. Must complete all mandated and job-related training.
	(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%	Performs other job related duties.

(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: Robert Arellano	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NO 10/12/2026		