DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: California Men's Colony/Operations/CALCTRA			
2. Enterprise/Unit: Printing			
3. Classification Title: Industrial Supervisor, Prison Industries (Printing)			
4. Working Title: Industrial Supervisor, PI (Printing)			
5. Position Number (Agency-Unit-Class-Serial)**:** 058-310-7216-002	**6. CBID:** R12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** San Luis Obispo
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; 0630 - 1630	
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 I (Printing), the incumbent is responsible for the supervision of incarcerated individual workers engaged in the printing 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.**
	ESSENTIAL FUNCTIONS
35%	Plans and schedules sticker production including labor and supplies. Ensure that all assigned work is completed on schedule and quality of work meets or exceeds the established standards. Supervises incarcerated individual workers in offset and letterpress styles of printing: Glue-on area, Inspection, Letterpress Department, shipping, plate making and 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
25%	Evaluates incarcerated individual workers performance; recommends appropriate action by issuing quarterly reports. Maintains individual reports for new incarcerated employees. Issues appropriate paper to assist in maintaining discipline. Maintains, at all times, the highest level of security of the institution by being diligent, observant, and vigilant in following and adhering to the established policies and procedures governing the loading and unloading of delivery trucks, thus precluding breaches of security and the escape of incarcerated individuals. Maintains order and supervises the conduct of incarcerated individuals. Analyzes situations accurately and takes effective/necessary action.
20%	Checks and services all equipment on a daily basis. Maintains daily check sheets. Reviews supplies and paper inventory on a regular basis and secures price quotes for any necessary procurement.
10%	Interfaces with customers regarding delivery requirements. Completes all mandatory and job related training.
5%	Implements the individual components of the Incarcerated Individual Employability Program training and motivating incarcerated individuals in personal development through their participation in the program. Keeps apprised of new developments and techniques in the printing industry and attends seminars. Keeps apprised of institution and department rules and regulations.

(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.
5%	**MARGINAL FUNCTIONS** Performs other job related duties as assigned.

(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 Prison Industry 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: Max Anderson	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NO 10/20/2026		