DUTY STATEMENT

CALCTRA
Career Training | Quality Products | Changed Lives

1. Institution/Division/Office: Folsom State Prison (FSP) / Operations			
2. Enterprise/Unit: Printing			
3. Classification Title: Industrial Supervisor, Prison Industries (Printing)			
4. Working Title: Industrial Supervisor, Prison Industries (Printing)			
5. Position Number (Agency-Unit-Class-Serial): 287-310-7216-002	**6. CBID:** R12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Sacramento
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:** 0600 hours to 1600, Monday through Thursday.	
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 (Printing) the incumbent is responsible for the supervision of the incarcerated 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.**
40%	**ESSENTIAL FUNCTIONS** Plans and schedules the production of brochures, forms, booklets, flyers, envelopes, and other specialty printed products such as signs, banners, decals and stickers. Will coordinate production schedules, material acquisition, labor, and equipment operation, installation and maintenance. Responsible for ensuring that all assigned work is completed on schedule and quality of work meets or exceeds the established standards. Supervise incarcerated workers in offset, letterpress and digital styles of printing; Glue-on area, Inspection, Letterpress Department, shipping, plate making and equipment. Implement and encourage the various components of the Industry Employment Program (IEP) and evaluate and maintain positive work performance. Responsible for ensuring the accuracy and integrity of Safety Data Sheet (SDS) procedures. Apply policies and procedures per Department Operations Manual (DOM), to include DOM Supplements and Procedures, and California Code of Regulations Title 15. *(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
35%	Assist in the training of the incarcerated individual personnel, keep incarcerated individual's records, and encourage discipline and professionalism amongst the incarcerated work crews. Maintain production reports, time keeping, and pay raises and deductions in accordance with proper procedures.
15%	Check and service all equipment on a daily basis. Maintain daily check sheets. Review supplies and paper inventory on a regular basis and secure price quotes for any necessary procurement. Provide customer service.
5%	Keep apprised of new industry products and processes, research equipment and procedures to improve shop performance, testing new or improvement supply items, and completing mandatory training to meet California Department of Corrections and Rehabilitation (CDCR) and/or CALCTRA requirements. 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%	Hold safety meetings, and act on the behalf of the Superintendent in his/her absence and other duties as required.

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work perform or persons assigned to work in a California Correctional Training and Rehabilitation Authority enterprise or programs; 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: Raymond "Dale" Moede	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NL 10/23/2026		