



Exam Title: Industrial Supervisor, Prison Industries
(Wood Products)
Class Code: 7178
Exam Code: 6PIWP01
Departments: California Prison Industry Authority
Bulletin Release Date: August 16, 2016
Final Filing Date: Continuous Examination Filing
Type of Examination: Open – Statewide

CLASSIFICATION DETAILS

Industrial Supervisor, Prison Industries (Wood Products) – \$5,182.00 - \$6,553.00 per month

View the [classification specification](#) for the Industrial Supervisor, Prison Industries (Wood Products) classification.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical) exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

POSITION(S) EXIST IN

Avenal State Prison, Avenal; Correctional Training Facility, Soledad

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last **12** months may apply for this examination.

EXAMINATION INFORMATION

This examination consists of Training and Experience Self-Assessment examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Testing is considered continuous as exam dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

APPLICATION INSTRUCTIONS

You must have a valid CalCareers account for your examination results to be viewable. If you do not have a CalCareers account, go to www.calcareers.ca.gov to create an account prior to applying for the Training and Experience Self-Assessment examination.

How To Apply:

Applications (STD 678) are available at the CalHR's website: <https://jobs.ca.gov/pdf/std678.pdf>

Send completed application via email: exams@calpia.ca.gov

Please Note: Submission of your Examination Application (STD 678) does NOT replace applying for a job posted on CalCareers. You MUST also click "Apply Now" on the job posting to apply by the Final Filing Date, pending completion of the exam.

Applications can also be filed either in person or by mail:

California Prison Industry Authority
ATTN: Examination Unit
560 E Natoma Street
Folsom, CA 95630

Office hours: Monday – Friday (8:00am – 5:00pm)

This location is non-operational on weekends and holidays.

NOTE: TO TAKE THIS EXAMINATION, YOU MUST PROVIDE AN EMAIL ADDRESS ON YOUR APPLICATION, ALONG WITH YOUR CALCAREERS ID AND JOB CONTROL NUMBER (if applicable).

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located, and the policies related to usage. The testing period for this examination is twelve (12) months. Once you have taken the examination, you may not retest for twelve (12) months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the California Prison Industry Authority, Examination Unit at (916) 358-2696 to make specific arrangements.

**CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922**

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing California Prison Industry Authority eligible list in order of final scores regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after **12** months. The resulting eligibility list will be used to fill vacancies at California Prison Industry Authority. A departmental OPEN eligible list will be established for the California Prison Industry Authority. Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION

This enterprise involves the manufacturing of a large variety of wood furniture for dormitories, libraries, offices, recreational areas, and other fine wood specialty products.

An Industrial Supervisor, Prison Industries (Wood Products) plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; assist in the development, preparation for production, and marketing of new products and product redesign; trains, counsels, and supervises offenders or residents in production work, quality control, safety, and personal development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches premises for contraband, such as weapons or illegal drugs; and does other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement as of the date this test is taken.

MINIMUM QUALIFICATIONS

Two years of production experience in a wood products enterprise or trade. (Education, such as trade school, vocational education, or major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.)

Promotional Candidates: including employees on training-and-development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment.

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Applications MUST contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information MUST include title, semester, or quarter credits, name of institution, completion dates, and degree (if applicable).

Applications received without this information may be rejected.

NOTE: It is especially important that each applicant takes special care to fill out their application accurately and completely. List all experience relevant to the “Minimum Qualifications” shown on this announcement.

PROOF OF EDUCATION

Applicants using education to meet the minimum requirements must provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application. If any applicant is not able to provide proof of education from a recognized institution at the time of appointment, their name may be removed from the eligible list(s).

FOREIGN DEGREES

Applicants with foreign transcripts must provide an official/unofficial foreign transcript evaluation that indicates the number of units to which his/her foreign course work is equivalent. California Prison Industry Authority accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing. Agencies accredited by the Commission for Foreign Transcription Evaluation may be found on the Commission’s website: www.ctc.ca.gov.

NOTE: All documents submitted become the property of California Prison Industry Authority. Do not submit original diplomas with the examination application.

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

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 of that of their fellow employees. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Supervisory experience; education equivalent to completion of the twelfth (12) grade; and assertiveness.

SCOPE

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis on the Qualification Assessment Questionnaire will be on measuring competitively relative to job demands, each competitor’s:

Knowledge of (with particular reference to Wood Products):

1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations to

carry out assignments.

2. Production scheduling and control to complete projects and assignments in a timely manner.
3. Quality standards and control to ensure integrity of the end product.
4. Safety practices to ensure a secure workplace.
5. Materials handling techniques to operate safely, efficiently and effectively.
6. Principles of personnel management and supervision to ensure assignments are completed in an efficient manner.
7. Basic computer skills, including documentation creation, spreadsheets and computer operating systems to ensure efficient record keeping.

Ability to (with particular reference to Wood Products):

1. Set up, maintain, adjust, and operate required equipment to support CALPIA programs.
2. Make labor and material estimates to deliver products in a timely manner.
3. Instruct and supervise offenders in production techniques and safety practices to ensure productivity and well-being in the workplace.
4. Maintain firm, impartial, and consistent discipline to ensure cooperation and accomplish goals and objectives.
5. Understand rules, regulations, laws, and procedures to ensure compliance.
6. Analyze situations accurately and take effective action to efficiently carry out assignments.
7. Keep records and prepare reports to generate, analyze and evaluate data.
8. Read, write and communicate at a level required for a successful job performance to convey information and concepts clearly and concisely.

VETERAN'S PREFERENCE

Veterans' Preference will be granted for this examination. In accordance with Government Code 18793.1 and 18973.5, whenever any veteran, or widow or widower of a veteran, achieves a passing score on an open examination, they shall be ranked in the top rank of the resulting eligibility list.

Veterans' status verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

CAREER CREDITS

Career Credits will not be added to the final score for this examination, because it is an OPEN examination and therefore does not meet the requirements.

QUESTIONS?

If you have any questions concerning this announcement, please contact California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

California Prison Industry Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified

accordingly.

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the California Prison Industry Authority-Human Resources, and online at www.calpia.ca.gov.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Applicants must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a California Prison Industry Authority employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

www.calpia.ca.gov