

Class Concept

This is supervisory and administrative work in managing a business for profit and to train inmates in an occupational field. Employees manage a medium sized and moderately complex business, or assist the manager in all major operational components of a slightly larger and/or more complex plant or business. Included in this class are businesses with a limited variety of products and a moderate variety of production processes such as Manpower Services and most of the standard laundries. Also included in this class are some assistant plant managers such as the Printing plant. Included in this class are businesses with a limited variety of products and production processes such as Duplicating, Drapery, satellite Sign, satellite Tailoring, and the Laundry at Central Prison. Also included in this class are a number of assistant plant managers such as those at Tag, Meat, Tailoring, Sewing, Shirt, and the laundries at Craggy and Sampson. Employees *supervise, plan, direct, review* and evaluate the work of inmates and subordinates; interview and recommend applicants for vacant positions; provide and evaluate on-the-job and some outside training; counsel and administer limited discipline to subordinates; and develop and make moderate adjustments to methods, procedures, assignments and daily priorities. Work includes ordering, receiving and stocking raw materials, maintaining inventory control and other related records, assigning and overseeing the training of inmates, developing daily/weekly work and production schedules, enforcing safety regulations, coordinating shipping, and resolving problems from customers and user agencies. Employees normally oversee and direct a periodic quality control process consisting of raw material and in-process spot checks and visual final inspections, although some plants may require a more extensive chemical and physical testing of raw materials and finished products. Employees are also responsible for planning for the most effective and cost efficient use of equipment, personnel and space; conducting monthly in-process and semi-annual inventories; recording and reporting any security or inmate disciplinary problems; reviewing equipment needs and valuating/ recommending equipment purchases; and performing or coordinating building and equipment maintenance. Work may also include researching and developing new products or services, and making modifications to production processes to accommodate fluctuations in raw material specifications. Employees normally work under fairly close supervision and review, are responsible for inspecting the facility for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the tools, methods, practices, materials and equipment used in the assigned product or service industry.
- Working knowledge of the rules, codes, pricing, production and quality standards and other related aspects of the assigned product or service industry.
- Ability to perform the work of the assigned field and to instruct and train others in this work field.
- Ability to develop job cost estimates, develop material lists for job orders, conduct quality control tests, and the ability to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and a minimum of three years of related industry/service experience; or an equivalent combination of training and directly related experience.