

CORRECTION ENTERPRISE MANAGER II

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 limited complexity 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 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. 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; and may have responsibility for performing or coordinating building and equipment maintenance. 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.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees normally plan daily work and production schedules although some weekly planning is also conducted. Priorities and deadlines are usually established daily within assigned objectives and goals.

Organizing and Directing - Employees assign work schedules to subordinate supervisors, make adjustments as necessary for priorities and to balance the workload, and decide whether to hold inmates over for additional work time. Employees also develop and recommend/establish methods and procedures.

Budgeting - Employees normally have little involvement in administering budgets other than requesting parts, equipment and raw materials.

Training - Employees provide on-the-job training for both subordinates and inmates, and will occasionally recommend an outside seminar.

Setting Work Standards - Employees develop work rules governing production operations, use industry standards for quality standards, and set production schedules or machine speeds as a form of quantity standards.

Reviewing Work - Employees spot check routine work and check finished jobs and major projects more thoroughly. Employees (unless an assistant) are normally responsible for making the final technical decisions concerning work, and have the authority to accept, amend or have work redone.

Counseling and Discipline - Employees oversee and supervise discipline for inmates, will resolve informal complaints and grievances and participate in formal actions, and normally have the authority to administer oral warnings to subordinate supervisors.

Performing Other Personnel Functions - Employees screen applications, participate in joint interviews and evaluations, and make a recommendation on their top choice. Employees also conduct or oversee all performance evaluations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually very stable with only infrequent changes in Correction rules, procedures, production methods, equipment or objectives and goals.

Variety of Work Supervised - Employees normally make technical decisions in one production operation or work field, although some positions may require technical decision making in equipment/facilities repair and maintenance.

Number of Employees Responsible For - Employees supervise and direct one to eight subordinate supervisors along with ten to one hundred fifteen inmates.

III. EXTENT OF SUPERVISION RECEIVED: Employees work under fairly close administrative and moderate technical supervision. Projects, product or service pricing, and production goals are usually set and assigned by their supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees normally supervise one shift.

Fluctuating Work Force - Subordinate supervisors are usually stable but inmates assigned and turnover among inmates will fluctuate a great deal.

Physical Dispersion - Employees can supervise vehicle operators off-site, but normally supervise an operation in one location.

V. RECRUITMENT STANDARDS:

Knowledges, 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 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, to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from high school and a minimum of three years of related industry/service experience; or an equivalent combination of training and directly related experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.