

## CORRECTION ENTERPRISE MANAGER IV

This is supervisory and administrative work in managing a business for profit and to train inmates in an occupational field. Employees manage a medium to large sized business of considerable complexity, or assist the manager in all operational components of a slightly larger and/or more complex plant or business. Included in this class are businesses with a variety of products and production processes such as Tailoring, Shirt, Upholstery, Reupholstery, Sewing, Meat, Tag, Manpower Services, Warehousing & Transportation, and the Laundry at Sampson. Also included in this class are a number of assistant plant managers such as those at the Sign, Paint and Janitorial Products plants. 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 major 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 and some monthly work and production schedules, enforcing safety regulations, coordinating shipping, and resolving problems from customers and user agencies. Employees normally oversee and direct an ongoing quality control process consisting of raw material and in-process spot checks and visual final inspections, although some plants may require a more extensive testing procedure for 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 evaluating/recommending equipment purchases; and performing or coordinating building and equipment maintenance. Work may also include researching and developing new products or services, making modifications to production processes to accommodate fluctuations in raw material specifications, developing specifications and preparing invitations for bid, and obtaining price quotes for raw materials. 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 weekly and/or monthly work and production schedules although some longer term planning is also conducted. Priorities and deadlines are usually established weekly 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 rules, methods and procedures.

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

Training - Employees evaluate needs and 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 from subordinates and participate in formal actions, and normally have the authority to administer oral warnings and sometimes written 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 stable with only infrequent changes in Correction rules, procedures, production methods, equipment or objectives and goals. Environmental rules change more frequently.

Variety of Work Supervised - Employees normally make technical decisions in one of two production operations or work fields, with some positions also making technical decisions in equipment/facilities repair and maintenance.

Number of Employees Responsible For - Employees supervise and direct five to twenty five subordinate supervisors/employees along with twelve to one hundred twenty inmates.

III. EXTENT OF SUPERVISION RECEIVED: Employees work under fairly close administrative and more limited 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 may supervise two shifts.

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 - Thorough knowledge of the tools, methods, practices, materials and equipment used in the assigned product or service industry. Considerable 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 Training and Experience Requirements - Graduation from high school and a minimum of five 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.