

CORRECTION ENTERPRISE DIRECTOR I

This is supervisory and administrative work in managing and directing a small group of businesses, or an extremely complex single plant, for profit and to train inmates in an occupational field. Employees oversee and direct a limited group of medium to large sized businesses of moderate complexity or a complex single plant. Included in this class are businesses with a wide variety of products and production processes such as Metal Products; Printing and Duplicating; Sewing and Tailoring; and the Sign Paint and Janitorial Products plants.

Employees supervise, plan, direct, review and evaluate the work of subordinates; oversee training; and develop and make major adjustments to methods, procedures, assignments and priorities. Work includes researching and justifying new plants and expansions to existing plants, determining the selling price of assigned product lines, evaluating new products and markets and making the determination whether to add new products or to modify or drop existing products. Employees also review and approve local purchase authorizations, review all orders and assign to subordinate plants, serve as the primary contact to resolve customer complaints, determine the longer term production schedules and priorities for subordinate plants, and normally make the final technical decision regarding plant operations based on input from plant managers. Employees are responsible for enforcing safety regulations, coordinating shipping and transfers between plants, evaluating requests and justifying new equipment purchases. 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 chemical and physical 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; directing and reviewing monthly in-process and semi-annual inventories; reviewing and resolving any security or inmate disciplinary problems; and directing and coordinating building and equipment maintenance. Work may also include researching and developing new products or services, preparing shop drawings including limited design work, making modifications to production processes and production lines, developing specifications and preparing invitations for bid, estimating costs, and obtaining price quotes for raw materials. Employees normally work under limited technical and moderate administrative supervision and review, are responsible for inspecting their plants for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning-Employees normally plan monthly and annual work and production goals, and do the longer term planning related to adding or deleting product lines, changing production processes, expanding facilities, adding new plants, and purchasing major new equipment. Objectives, goals, priorities and deadlines are usually developed and established over the same time period.

Organizing and Directing-Employees assign work orders and longer term production schedules to subordinate plant managers, make adjustments as necessary for new priorities and goals, coordinate the distribution of materials and products between plants, resolve customer complaints, direct the research and development of new products, and develop, review and approve work rules, methods and procedures.

Budgeting-Employees normally have little involvement in developing and administering budgets other than monitoring plant production costs, evaluating and setting product selling prices, and 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 and outside seminar, set production goals and schedules as a form of quantity standards.

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

Reviewing Work-Employees receive customer feedback, occasionally spot check plant work and check marginal work and major projects more thoroughly. Employees are responsible for making the final technical decisions concerning major work and production operations, and have the authority to accept, amend or reject work.

Counseling and Discipline-Employees oversee and direct discipline for inmates, will resolve informal complaints and grievances from subordinates and participate in formal actions, and normally have the authority to administer oral and written warnings to subordinate plant managers and 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 two to three 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 twelve to fifty subordinates along with twenty to seven hundred inmates.

III. EXTENT OF SUPERVISION RECEIVED: Employees work under moderate administrative and very limited technical supervision. Some projects or production goals may be set 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 supervise vehicle operators off-site and multiple plant locations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities-Thorough knowledge of the tools methods, practices, materials and equipment used in all assigned product or service industries. Thorough knowledge of the rules, codes, pricing production and quality standards and other related aspects of all assigned product or service industries. Ability to direct and oversee the work in all assigned fields and to instruct and train others in

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these work fields. Ability to develop job cost estimates, price out product lines, control production costs, direct quality control, 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 a four-year college or university with a degree in Business Administration or a related field, or a degree in the related program area and a minimum of three years managerial 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.