

CORRECTION ENTERPRISE SUPERVISOR I

This is first level supervisory and administrative work in directing, training, counseling, evaluating, disciplining and monitoring inmates performing generally unskilled production or service work such as washing, drying and ironing in the laundry plants and letter cutting in the sign plant. Employees monitor all aspects of the production or service process, make technical decisions and perform the most complex work in the section. Employees plan and direct work assignments under an established schedule, review and evaluate the work of inmates, set daily priorities and goals, make adjustments to accommodate new priorities, and may establish or have input into changes to the workflow, methods and procedures. Employees may conduct a periodic inventory of raw materials, in-process goods and/or finished goods, assign and account for tools used by inmates, and monitor the quality of the product and/or work performed by inmates. Related decision making, tolerances and scope and variety of work functions are usually fairly limited. Work is performed under the general supervision of a higher-level manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan daily and/or weekly work schedules, plan and make adjustments to the production schedules and establish short-term priorities within established goals and objectives. Employees also plan and recommend equipment and manpower needs.

Organizing and Directing - Employees evaluate work orders, procure raw materials and supplies, assign work to inmates, make adjustments to production schedules to accommodate new priorities and adjust work schedules to balance the work load.

Budgeting - Employees typically have no involvement in administering budgets other than recommending manpower, equipment, raw material and other supplies.

Training - Employees evaluate the training needs of inmates and conduct equipment, operational task and safety training as necessary to each individual.

Setting Work Standards - Employees explain and instruct subordinates in established work rules and standards governing quality and quantity. Employees usually participate in establishing or changing standards and may make quantity requirement changes.

Reviewing Work - Employees monitor work in progress and usually spot check or thoroughly inspect all completed work and accept, amend or reject work based on established standards. Some standards may not be established or are vague and require interpretation.

Counseling and Discipline - Employees review and resolve informal complaints, counsel inmates regarding work performance and adherence to rules, complete incident reports, and recommend firing, demoting or reassigning inmates to other functions.

Performing Other Personnel Functions - Employees may participate in interviewing inmates for employment, recommend the hiring or retaining of inmates, determine and recommend inmate salary adjustments and conduct periodic performance evaluations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The manufacturing or service function is usually very stable with only occasional changes in methods, procedures, equipment and work rules.

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Variety of Work Supervised - Employees are primarily responsible for one functional area in a service or production operation, but are normally required to learn other operations.

Number of Employees Responsible For - Depending on the function, employees direct and supervise 2-20 inmates and sometimes more with the absence of other supervisors.

III. EXTENT OF SUPERVISION RECEIVED:

Employees work under relatively close administrative and moderate technical review, with much of the work being evaluated by the overall performance of the section. The supervisor normally reviews the more complex or controversial work produced, and approves any significant change in methods or operating procedures.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees normally supervise one shift, but may supervise two shifts.

Fluctuating Work Force - Because of the correctional environment, the inmate work force may fluctuate in size along with a constant turnover in individual inmates.

Physical Dispersion - Normally the inmate work crew is located in one contiguous area although sometimes may be dispersed. The employee may be isolated with the inmates in some instances.

IV. RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities - Full working knowledge of the manufacturing or service function and of the related safety guidelines. Ability to orient, train, supervise, evaluate, counsel and discipline inmates. Ability to motivate inmates in meeting production and quality standards. Ability to plan and implement work schedules and balance work loads. Ability to maintain necessary records and inventories and to review and express related technical information clearly both orally and in writing. Ability to establish and maintain effective supervisor/employee relationships with inmate workers.

Minimum Training & Experience Requirements - Graduation from high school and a minimum of one year 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.