

# CALIFORNIA PRISON INDUSTRY AUTHORITY

## PRISON INDUSTRIES MANAGER (GENERAL) 2PI06

### OPEN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH /THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>POSITION(S) EXIST AT</b>	Most correctional institutions throughout the State and in the California Prison Industry Authority (CALPIA) Central Office in Folsom.
<b>WHO SHOULD APPLY</b>	This is an <b>OPEN</b> examination. Applications will <b>NOT</b> be accepted on a promotional basis.
<b>HOW TO APPLY</b>	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. <b>DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD</b>
<b>FINAL FILING DATE</b>	Applications (Form 678) must be <b>POSTMARKED</b> no later than <b>MAY 7, 2012</b> . <b>Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.</b>
<b>SALARY RANGE</b>	<b>\$5442-\$6568</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>ELIGIBLE LIST INFORMATION</b>	A candidate may only be tested once in a 24-month period. Names of successful competitors are merged onto an existing eligible list in order of final scores, regardless of test date. The names will remain on the eligible list for a period of 24 months.
<b>POSITION DESCRIPTION</b>	<p>The Prison Industries Manager (General) is utilized in the following manner: (1) As the only Prison Industries Manager at an institution, administers the prison industries program consisting of two or more enterprises. May administer the accounting, warehousing, procurement, and maintenance support functions for the enterprises. (2) As assistant manager, supervises three or more enterprises while reporting to a Prison Industries Administrator. (3) May be assigned as an administrative technical advisor in headquarters. These positions formulate policies on the most significant program issues; plans and designs major new products, equipment and facilities; and supervises and coordinates installation of new major enterprises or industries within their specified area.</p> <p>Incumbents maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation or local jails and return-to-custody facilities; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates for contraband, such as weapons or illegal drugs.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. <b>All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.</b></p>

<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b>Either I</b></p> <p><b>Experience:</b> In the California State service, one year of experience in any one or combination of industry or support programs of the California Prison Industry Authority performing the duties of a classification at a level or responsibility not less than that of a Prison Industries Superintendent II.</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> In the California State service, two years of experience performing the duties of an Industrial Warehouse and Distribution Manager I, Prison Industries.</p> <p style="text-align: center;"><b>Or III</b></p> <p><b>Experience:</b> Two years of experience in an industrial or agricultural program as a vice president of production, plant manager, industrial or systems engineer, or a closely related managerial position.</p> <p style="text-align: center;"><b>and</b></p> <p><b>Education:</b> Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	<p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p>
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	<p>Education equivalent to graduation from college; experience in Manufacturing Management Information Systems (MMIS).</p>
<b>EXAMINATION INFORMATION</b>	<p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b></p>
<b>SCOPE</b>	<p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Principles of effective supervision.</li> <li>2. Principles of organization and industrial management, including methods, materials, processes, and equipment employed in a prison industries and agricultural program.</li> <li>3. Production, management, and engineering methods in the operation of a large manufacturing/service plant.</li> <li>4. Equipment, methods, tools, and procedures needed to operate manufacturing/service enterprises.</li> <li>5. Principles and practices of industrial, production, and safety engineering.</li> <li>6. Centralized/integrated manufacturing and accounting system with specific knowledge in bills of material, routings, materials requirement planning, shop floor control, and performance measures.</li> <li>7. Fiscal management, cost accounting, including direct costing methods, and budgetary procedures.</li> <li>8. Production and inventory management concepts and principles, practices and procedures.</li> <li>9. Bill of material structuring techniques, forecasting techniques, and principles of organization and management.</li> <li>10. Techniques of employee development and motivation.</li> <li>11. Modern concepts of penology and the laws, rules, policies, and procedures affecting the California Department of Corrections and Rehabilitation and the California Prison Industries Program.</li> <li>12. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.</li> </ol>

<b>SCOPE (continued)</b>	<b>B. Ability to:</b> <ol style="list-style-type: none"> <li>1. Plan, organize and manage industrial and agricultural prison industry operations.</li> <li>2. Plan, design, organize, and implement a manufacturing/service operation in an expeditious manner.</li> <li>3. Supervise and coordinate the installation of equipment needed to implement the enterprise.</li> <li>4. Identify and correct all major production problems in the manufacturing/service operation.</li> <li>5. Provide product and production systems analysis and design support.</li> <li>6. Apply principles and practices of modern production theory to a prison program, including production engineering, cost analysis, production control, quality control, and material control.</li> <li>7. Make cost analysis.</li> <li>8. Plan, lay out, select, and route equipment, material, supplies, and develop product and material specifications.</li> <li>9. Effectively function in an automated environment.</li> <li>10. Communicate effectively.</li> <li>11. Maintain discipline, and obtain confidence and respect of correctional facility inmates.</li> <li>12. Analyze situations accurately and adopt an effective course of action.</li> <li>13. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</li> </ol>
<b>VETERANS' PREFERENCE/CAREER CREDITS</b>	<p>Veterans' Preference Credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. Due to changes in the law, which were effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Career Credits are not granted in open exams.</p>

**GENERAL INFORMATION**

If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department noted on the front, and at [www.pia.ca.gov](http://www.pia.ca.gov)

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Prison Industry Authority** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

**Veterans' Preference Credits:** California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-Promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for Veterans' Preference Credits are on the Veterans' Preference application (Form 10093), which is available from State Personnel Board Offices written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement:** The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

**CALIFORNIA PRISON INDUSTRY AUTHORITY**  
 560 EAST NATOMA STREET \* FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV  
 CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:  
 FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922