

CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (DAIRY)

3PI20

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.

POSITIONS EXIST AT	California State Prison, Corcoran and Deuel Vocational Institution, Tracy
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an OPEN examination.
HOW TO APPLY	<p>Applications (STD 678) are available at www.pia.ca.gov; www.calhr.ca.gov; or your local EDD Office. All applications must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. <u>Faxed or e-mailed applications will not be accepted for any reason.</u></p> <p>Applications must include: employment history "from" and "to" dates (month/day/year), hours per week; title/job classification, and duties performed. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed application (STD. 678) form.</p> <p style="text-align: center;">DO NOT SEND APPLICATIONS TO THE CALIFORNINA DEPARTMENT OF HUMAN RESOURCES</p>
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than DECEMBER 30, 2013 . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
SALARY	\$3924-\$4962
SPECIAL TESTING ARRANGEMENTS	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.
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged into the list in order of final scores, regardless of dates. A candidate cannot be tested more than once in a 12-month period. The list will be abolished 24 months after is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	<p>This enterprise involves multiple aspects of the dairy industry including dairy husbandry practices such as feeding, milking, medicating, breeding, and the daily operations of a dairy. In addition it involves the processing of the milk including standardizing, pasteurizing, packaging and preparing shipments of fluid milk for delivery.</p> <p>An Industrial Supervisor, Prison Industries (Dairy) plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises inmates or residents in production work, quality control, safety, and personnel development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates or residents for contraband, such as weapons or illegal drugs; and</p>

	does other related work.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: 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. 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.
MINIMUM QUALIFICATIONS	Two years of production experience in a dairy enterprise or trade and possession of a valid State of California General Milk Pasteurizer’s License. (Applicants who do not possess a valid State of California General Milk Pasteurizer’s License must secure the required license within six months of date of appointment.) (Education, such as trade school, vocational education, or a major in the trade at the community college, college, or university level, may be substituted for the required experience on the basis that two years of education is equal to one year of the required experience. Such education must include two years of course work in the specified industrial operation.) Promotional Candidate: Promotional candidates, including employees on training-and-development assignments, who are within six months of meeting the “Minimum Qualifications” for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment.
SPECIAL PERSONAL CHARACTERISTICS	Tact, patience, and ability to work with persons confined in a correctional institution.
SPECIAL PHYSICAL CHARACTERISTICS	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. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
ADDITIONAL DESIRABLE QUALIFICATIONS	Supervisory experience; education equivalent to completion of the twelfth (12 th) grade; and assertiveness.
EXAMINATION INFORMATION	This examination will consist of a Supplemental Application. Interviews will not be held. Candidates that are accepted in the examination and meet the “Minimum Qualifications” will be mailed a Supplemental Application designed to obtain a range of specific information regarding each candidate’s knowledge, abilities, and potential to effectively perform the duties relative to the classification. The Supplemental Application will be evaluated competitively by a rating committee using pre-established rating criteria. To obtain a position on the eligible list, candidates must receive a score of 70% on the Supplemental Application. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed Supplemental Application will be eliminated from this examination. Supplemental Application -- Weighted 100%

<p>SCOPE</p>	<p>A. Knowledge of (with particular reference to dairy operations):</p> <ol style="list-style-type: none"> 1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations. 2. Production scheduling and control. 3. Quality standards and control. 4. Safety practices and orders. 5. Materials handling techniques. 6. Principles of personnel management and supervision. <p>B. Ability to (with particular reference to dairy operations):</p> <ol style="list-style-type: none"> 1. Set up, repair, maintain, adjust and operate required equipment. 2. Make labor and material estimates. 3. Instruct and supervise inmates or residents in production techniques and safety practices. 4. Maintain firm, impartial, and consistent discipline. 5. Understand rules, regulations, laws, and procedures. 6. Analyze situations accurately and take effective action. 7. Keep records and prepare reports. 8. Communicate effectively at a level required for successful job performance. 9.
<p>VETERANS' PREFERENCE CREDITS</p>	<p>Veterans' Preference Credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans' preference credits in Open and Open non-promotional examinations, as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience." Government Code Section 18973.5(b) requires that veterans' preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans' credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In Open examinations, veterans, widows, or widowers of veterans and spouses of disabled veterans qualify for veterans points: <u>15 points for disabled veterans; 10 points for other veterans.</u> In Open non-promotional examinations, only the veteran qualifies for veterans points: <u>15 points for disabled veterans; 10 points for other veterans.</u></p> <p><u>IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014</u></p> <p>Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California.</p> <p>Veterans Preference will be awarded as follows, starting on January 1, 2014:</p> <ol style="list-style-type: none"> 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status. <p style="text-align: center;"><u>CAREER CREDITS ARE NOT GRANTED IN OPEN EXAMS</u></p>

GENERAL INFORMATION

QUESTIONS? 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.

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

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.

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: 10 points for veterans; and 15 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.

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