

CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION)

5PI01-01

PRISON INDUSTRIES SUPERINTENDENT I (METAL PRODUCTS)

5PI01-02

PRISON INDUSTRIES SUPERINTENDENT II (METAL PRODUCTS)

5PI01-03

OPEN EXAMINATION-STATEWIDE

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

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 Avenal State Prison, Kings County; Folsom State Prison, Sacramento County; California State Prison-Solano, Solano County.

WHO SHOULD APPLY Applicants who meet the minimum qualifications (entrance requirements). This is an **OPEN** examination.

HOW TO APPLY Applications (Form 678) are available, and 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.

DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT

Please indicate the examination title and provide your original signature on your application. Applications received without examination title(s) and/or an original signature will not be accepted.

If you meet the minimum qualifications for all three exams by the final filing date, you may apply for all three using one application. Please indicate this on your application.

FINAL FILING DATE Applications (Form 678) must be **POSTMARKED** no later than **JANUARY 30, 2015**. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason. Applications received via fax/electronically will not be accepted for any reason.

SALARY RANGE

Industrial Supervisor, Prison Industries (Metal Fabrication) \$3924-\$4962

Prison Industries Superintendent I (Metal Products) \$4308-\$5347

Prison Industries Superintendent II (Metal Products) \$4728-\$5869

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 A candidate cannot be tested more than once in a 12-month period. Names of successful competitors are merged on to the list in order of final scores, regardless of dates. The names will remain on the eligible list for a period of 24 months after it is established.

POSITION DESCRIPTION

This enterprise involves the manufacturing of a variety of metal products, including but not limited to, license plates, signs, beds, chairs, tables, lockers, file cabinets, desks, shelves, and stools.

Industrial Supervisor, Prison Industries (Metal Fabrication)

An Industrial Supervisor, Prison Industries (Metal Fabrication) 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 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 California Department of Corrections and Rehabilitation (CDCR); 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 does other related work.

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| POSITION DESCRIPTION (cont.) | <p><u>Prison Industries Superintendent I (Metal Products)</u> A Prison Industries Superintendent I (Metal Products) supervises or assists in supervising an industrial metal products fabrication enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in the development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to CDCR; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.</p> <p><u>Prison Industries Superintendent II (Metal Products)</u> A Prison Industries Superintendent II (Metal Products) is responsible for supervising an industrial metal products fabrication enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to CDCR; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.</p> |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p>NOTE: All applicants must meet the minimum qualifications as stated at the time the application is filed. Your signature on your application indicates that you have read, understood, and possess the qualifications required. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. <u>Applications/resumes received without this information will be rejected.</u></p> |
| MINIMUM QUALIFICATIONS | <p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> Two years of production experience in a metal fabrication enterprise or trade. (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 work experience. Such education must include two years of course work in the specified industrial operation.)</p> <p><u>Promotional Candidates:</u> 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.</p> <p><u>Prison Industries Superintendent I (Metal Products)</u> Either I One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication). Or II Three years of production experience in the metal fabrication enterprise or trade, at least one year of which shall have been in a supervising capacity.</p> <p><u>Prison Industries Superintendent II (Metal Products)</u> Either I One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Metal Products).</p> |

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| MINIMUM QUALIFICATIONS (continued) | <p style="text-align: center;">Or II</p> <p>Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication).</p> <p style="text-align: center;">Or III</p> <p>Four years of production experience in metal products, at least two years of which shall have been in a supervising capacity.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess 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 requirement.</p> <p>OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p> |
| SPECIAL PERSONAL CHARACTERISTICS | <p>Tact, patience, and ability to work with persons confined in a correctional institution.</p> |
| SPECIAL PHYSICAL CHARACTERISTICS | <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 of 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.</p> |
| ADDITIONAL DESIRABLE QUALIFICATIONS | <p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> Supervisory experience; education equivalent to completion of the twelfth grade; and assertiveness. Experience in tube-bending machine operation including "set-up"; spray painting on conveyORIZED lines including bake oven and metal prep conveyORIZED lines; rating as Sheet Metal Journeyman; tool and die experience; blueprint reading; and shop math.</p> <p><u>Prison Industries Superintendent I (Metal Products)</u> Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience. Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; blueprint reading and shop math. Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.</p> <p><u>Prison Industries Superintendent II (Metal Products)</u> Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution. Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; blueprint reading and shop math. Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution.</p> |
| EXAMINATION INFORMATION | <p>INTERVIEWS WILL NOT BE CONDUCTED. This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application.</p> <p>Candidates who meet the "Minimum Qualifications" will be mailed a Supplemental Application designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classifications. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed Supplemental Application will be eliminated from this examination.</p> <p style="text-align: center;">Supplemental Application----Weighted 100%</p> |

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| <p>SCOPE</p> | <p>In addition to evaluating the competitors relative abilities as demonstrated by quality and breadth of experience, emphasis on the supplemental application will be on measuring competitively relative to job demands, each competitor's:</p> <p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> A. Knowledge of (with particular reference to Metal Fabrication/Products):</p> <ol style="list-style-type: none"> 1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations to maintain safe operating procedures 2. Production scheduling and control to meet customers' needs 3. Quality standards and control to produce quality products 4. Safety practices and procedures to ensure a safe working environment 5. Materials handling techniques to comply with safe operating guidelines 6. Principles of personnel management to maintain order and organize production 7. Basic computer skills, including document creation, spreadsheets and CALPIA computer operating systems to ensure efficient record keeping <p><u>Prison Industries Superintendent I/II (Metal Products) (in addition to 1-7)</u></p> <ol style="list-style-type: none"> 8. Principles of supervision, budget preparation, and cost control to effectively meet annual spending restrictions 9. The Department's equal employment objectives to ensure compliance with laws and regulations 10. Managers/supervisors responsibility for promoting equal opportunity in hiring and employee development and promotion to maintain a work environment that is free of discrimination and harassment <p><u>Industrial Supervisor, Prison Industries (Metal Fabrication)</u> B. Ability to (with particular reference to Metal Fabrication/Products):</p> <ol style="list-style-type: none"> 1. Set-up, repair, maintain, adjust, and operate required equipment to comply with safety procedures 2. Make labor and material estimates to expand upon current product lines 3. Instruct and supervise inmates in production techniques and safety practices to comply with program goals and objectives 4. Maintain firm, impartial and consistent discipline to maintain a positive and impartial work environment 5. Understand rules, regulations, laws, and procedures to ensure compliance 6. Analyze situations accurately and take effective action to complete projects and assignments in a timely manner 7. Keep records and prepare reports to compile information 8. Communicate effectively at a level required for successful job performance to convey clear and concise information and concepts 9. Read and understand basic blueprints to carryout production requirements <p><u>Prison Industries Superintendent I (Metal Products) (in addition to 1-9)</u></p> <ol style="list-style-type: none"> 10. Effectively promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment <p><u>Prison Industries Superintendent II (Metal Products) (in addition to 1-10)</u></p> <ol style="list-style-type: none"> 11. Produce regular reports and attend various meetings to inform management of progress and potential issues |
| <p>VETERANS' PREFERENCE</p> | <p>IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014</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. Effective January 1, 2014, Veterans' Preference will be awarded as follows: 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 veterans' 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> <p><u>HOW TO APPLY FOR VETERANS PREFERENCE</u></p> <p>The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.</p> |

GENERAL INFORMATION

Questions: If you have any questions concerning this announcement, please contact the California Prison Industry Authority, 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 CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, CALPIA, and at www.pia.ca.gov.

If you meet the requirements stated in this bulletin, 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 in 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.

CALPIA 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.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD Form 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

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