

Class Concept

This is supervisory and administrative work in managing a business for profit and to train inmates in an occupational field. These positions manage a relatively small and limited complexity business or assist the manager in all operational components of a slightly larger and/or more complex plant or business. Included in this class are businesses with a very limited variety of products and production processes such as the Warehouse, Packaging and Distribution, and satellite Sewing plants. These positions supervise, plan, direct, review and evaluate the work of inmates and subordinates; interview and recommend applicants for vacant positions; provide and evaluate on-the-job and some outside training; counsel and administer limited discipline to subordinates; and develop and make moderate adjustments to methods, procedures, assignments, and daily priorities. Work includes receiving and stocking raw materials and finished goods, maintaining inventory control and other related records, assigning, and overseeing the training of inmates, developing daily work plans and production schedules, enforcing safety regulations, coordinating shipping, and resolving problems from customers and user agencies. The Correction Enterprise Manager I normally oversees and directs a limited quality control process consisting of raw material and in-process spot checks and visual final inspections. These positions are also responsible for planning for the most effective and cost-efficient use of equipment, personnel and space; conducting monthly in-process and semi-annual inventories; recording and reporting any security or inmate disciplinary problems; and may have responsibility for performing or coordinating building and equipment maintenance. These roles normally work under fairly close supervision and review, are responsible for inspecting the facility for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

This position reviews procurement activity and operating budgets, and coaches and counsels staff and/or external personnel at an enterprise plant. Positions in this class resolve problems and questions presented by subordinates, plant managers regarding work production and business processes, policies, organization, or methods. Positions can manage moderately complex personnel issues such as employee selection, performance review, and disciplinary/grievance actions. Positions also assist with policy development, interpretation, and planning, which includes the development, review and modification of procedures impact the plant, and provide status reports as needed. They also assess operational needs regarding process automation, and communications with a wide variety of internal staff and external agencies, ensures procedures are followed, and supervises administrative, clerical, and/or technical staff.

These roles also have responsibility for the management, supervision and administration of day-to-day custody and security operations.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the tools, methods, practices, materials, and equipment used in the assigned product or service industry
- Thorough knowledge of the rules, codes, pricing, production standards and other related aspects of the assigned product or service industry
- Thorough knowledge of inmate custody and program management in correctional settings
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation
- Intermediate knowledge of office procedures, organizational hierarchy, and quality assurance in adherence to set procedures and guidelines
- Ability to perform the work of the assigned field and to instruct and train others in this work field.
- Ability to develop job cost estimates, develop material lists for job orders, to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships
- Ability to develop written documents and reports
- Ability to supervise staff and make changes to workload distribution as necessary

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

Minimum Education and Experience

Associate degree in Applied Science in industry related field or and a minimum of two years of experience in related line of production/service, and one year of management experience; or an equivalent combination of training and directly related experience.

Necessary Special Requirements

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission

Plant Specific Special Requirements

Agriculture - NC Pesticide License and NC Wastewater License

Cannery - Low Acid and Acidified Food Production certification must be obtained within one year of hire

Laundry - Certified Professional Laundry Manager or Certified Laundry and Linen Manager certification

Braille - Certified Braille Transcriber certificate must be obtained within 18 months of hire