

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 medium sized and moderately complex business or assist the manager in all major operational components of a slightly larger and/or more complex plant or business. Included in this class are businesses with a limited variety of products and a moderate variety of production processes such as Manpower Services and most of the standard laundries. Also included in this class are some assistant plant managers such as the Printing plant. Included in this class are businesses with a limited variety of products and production processes such as Duplicating, Drapery, satellite Sign, satellite Tailoring, and the Laundry at Central Prison. Also included in this class are a number of assistant plant managers such as those at Tag, Meat, Tailoring, Sewing, Shirt, and the laundries at Craggy and Sampson. 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 ordering, receiving, and stocking raw materials, maintaining inventory control and other related records, assigning, and overseeing the training of inmates, developing daily/weekly work and production schedules, enforcing safety regulations, coordinating shipping, and resolving problems from customers and user agencies. The Correction Enterprise Manager II normally oversees and directs a periodic quality control process consisting of raw material and in-process spot checks and visual final inspections, although some plants may require a more extensive chemical and physical testing of raw materials and finished products. 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; reviewing equipment needs and valuating/ recommending equipment purchases; and performing or coordinating building and equipment maintenance. Work may also include researching and developing new products or services and making modifications to production processes to accommodate fluctuations in raw material specifications. These positions 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/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.

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 and quality standards and other related aspects of the assigned product or service industry
- Thorough knowledge of inmate custody practices and procedures and program management in correctional settings to include knowledge of inmate rehabilitation
- Intermediate knowledge of fiscal/budgetary theories and methodology
- Intermediate knowledge of Federal/State policies

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

- Intermediate knowledge of office procedures, organizational hierarchy, and quality assurance in adherence to set procedures and guidelines
- Intermediate knowledge of HR practices
- 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, conduct quality control tests, and the ability to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships
- Ability to develop written documents and reports and cater information to the sophistication of the audience
- Ability to supervise staff and make changes to workload distribution as necessary
- Ability to provide strategic planning assistance to management

Minimum Education and Experience

Associate degree in Applied Science in industry related field and a minimum of two years of experience in related line of production/service, and two years 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