

Class Concept

This is supervisory and administrative work in managing a business for profit and training inmates in an occupational field. . Employees manage a large sized business of fairly advanced complexity, 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 variety of products and production processes such as Tailoring, Shirt, Upholstery, Reupholstery, Sewing, Meat, Tag, Manpower Services, Warehousing & Transportation, and the Laundry at Sampson. Metal Products, Print, Woodworking, and the Cannery Plant. Also included in this class are the assistant plant manager at the Sign Plant, the Sales and Marketing Manager, and the group manager of the laundries. Also included in this class are a number of assistant plant managers such as those at the Sign, Paint and Janitorial Products plants. Employees 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 major 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 and some monthly work and production schedules, enforcing safety regulations, coordinating shipping, and resolving problems from customers and user agencies. Employees normally oversee and direct an ongoing quality control process consisting of raw material and in-process spot checks and visual final inspections, although some plants may require a more extensive testing procedure for raw materials and finished products. Employees 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 evaluating/recommending equipment purchases; and performing or coordinating building and equipment maintenance. Work may also include researching and developing new products or services, modifying production processes to accommodate fluctuations in raw material specifications, developing specifications and preparing invitations for bid, and obtaining price quotes for raw materials assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the tools, methods, practices, materials and equipment used in the assigned product or service industry.
- Considerable knowledge of the rules, codes, pricing, production and quality standards and other related aspects of the assigned product or service industry.
- 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 and conduct quality control tests. Ability to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and a minimum of five years of related industry/service experience; or an equivalent combination of training and directly related experience.