Class Concept
This is first level supervisory work in directing, training, counseling, evaluating, disciplining and monitoring inmates performing production or service work. Employees monitor all aspects of the production or service process from receipt of raw material, work in process, quality control, packaging, staging and shipping. Employees plan and direct work assignments under an established schedule and review and evaluate the work of inmates. This class is distinguished from the Correction Enterprise Supervisor (CES) II class, which supervises inmates performing semiskilled or skilled work as well as two or more CES I positions. Employees ensure that inmates follow all safety policies and procedures; may conduct a periodic inventory of raw materials, in-process goods and/or finished goods; assign and account for tools used by inmates; account for key and chemical control; and monitor the quality of the product and/or work performed by inmates. Related decision making, tolerances and scope and variety of work functions are usually moderate. Work is performed under the general supervision of a higher-level manager.

Recruitment Standards

Knowledge, Skills, and Abilities
- Working knowledge of the manufacturing or service function and of the related safety guidelines.
- Ability to orient, train, supervise, evaluate, counsel and discipline inmates.
- Ability to motivate inmates in meeting production and quality standards. Ability to plan and implement work schedules and balance workloads.
- Ability to maintain necessary records and inventories and to review and express related technical information clearly both orally and in writing.
- Ability to establish and maintain effective supervisor/employee relationships with inmate workers.

Minimum Education and Experience
High school or General Educational Development (GED) diploma and a minimum of one year of related industry/service experience; or an equivalent combination of training and directly related experience.

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