

Class Concept

This is second level supervisory and administrative work responsible for directly supervising lower-level supervisors; or a highly technical position that supervises inmate workers only. This would include supervising, planning, directing, reviewing and evaluating the work of both inmates and/or subordinates, overseeing quality control, establishing short-term production schedules, providing and evaluating on-the-job and possibly outside training, counseling and administering limited discipline to subordinates and may include interviewing and recommending applicants for vacant positions. This level is differentiated from Supervisor II level by supervising two or more Supervisor II positions and supervising inmates doing very complex or more demanding work. Employees may direct, train, counsel, evaluate and monitor inmates performing highly skilled production or service work. Employees direct and manage a complex segment of a very diverse plant such as quality control, production and safety. Employees plan work assignments under a broadly established schedule, set daily or weekly priorities and goals, make adjustments to accommodate new priorities, and usually establish short-term production schedules and changes to the work flow, methods and procedures. Employees account for inventory of raw materials, work-in-process and finished goods; participate in the capital planning process; monitor waste; assign and account for tools used by inmates; may lead or participate in safety compliance; monitor the quality of the product; and work performed by inmates. Related decision making, tolerances and scope and variety of work are usually extensive. 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 and/or employees.
- Ability to motivate inmates and/or employees in meeting production, safety 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 and effective working relationships with all employees.

Minimum Education and Experience

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