

COMMUNITY PRODUCTION SPECIALIST I

This is technical work involving the coordination of one or more production areas in a sheltered workshop or ADAP facility that has the capacity for a moderate variety of production work performed by developmentally or physically disabled clients. Employees are responsible for ensuring that contracted work is completed correctly and efficiently by organizing the work flow and work schedules of clients and their assigned employment technicians; determining feasibility of potential contracts through analysis and time study; and providing input to the supervisory production specialist or program director in the development of bids for contracts. Employees develop adaptive devices to assist clients in performing work tasks; review daily production records; and ensure that contract timeframes are met. Employees may also interact with contract customers on quality and production issues. Employees do not directly supervise staff but act as lead worker for a small group of community employment technicians. Employees demonstrate the performance requirements for each job to the employment technicians and recommend job set-ups. They also assess client skill level and assign client to work tasks that usually consist of sorting, assembling, or processing items, and may provide supportive counseling and instruction to clients. Employees usually report to the program director or production manager. Community employment programs are characteristically similar but each varies in number of employees and clients; number, variety, and complexity of contracts for specialized production services. Employees usually report to a higher level Production Supervisor or to the Community Employment Program Director.

I. DIFFICULTY OF WORK:

Complexity - Employees determine feasibility for potential contracts by analyzing contract requirements, conducting time and motion studies, and surveying the local labor market for the prevailing pay rates. This information is provided to the supervisor, marketing representative, or director for development of bids for contracts. Employees are responsible for setting up the contracts in the production area of the employment program; instructing Community Employment Technicians in work tasks and requirements for contracts; and recommending job set-ups to the technicians. Multiple production areas are typically in operation concurrently; the number of production areas depends upon staff size number of clients and availability of contracts. Work may change frequently and/or significantly based on the variety and/or complexity of contracts. Employees assess client skill level and assign client to work tasks usually in sorting, assembling or processing items and complete client timesheets. Employees ensure that contract standards are met and oversee the work of the employment technicians with regard to contracts, keeping the supervisor or program director informed of the status of work.

Guidelines - Work is performed within state and local policies and procedures OSHA Regulations VR Standards, Federal Wage and Hour Laws, and Fire Codes.

II. RESPONSIBILITY:

Accountability - Employees determine the feasibility of potential contracts; recommend job set-ups; ensure that contract quality and time-frame standards are met; assess client skill level and assign client to work tasks. Employees oversee the work of employment technicians in relation to contracts.

Consequence of Action - Employees' decisions could result in the loss of viable contracts through poor quality of finished products.

Review - Work is reviewed occasionally while in progress and through periodic reports and conferences. Work is also reviewed regularly by contract customers on completion.

III. INTERPERSONAL COMMUNICATIONS

Subject Matter - Contract feasibility and/or quality/quantity requirements of various contracts are discussed with the employment technicians contract procurement representative director and/or contract customers.

Purpose - Employees instruct employment technicians in production tasks and inform them of contract timeframe requirements, quality standards and Job set-ups. Employees interact with clients staff, contract customers, contract procurement representative and program director on production or quality-related issues.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Employees' work is carried out in the production area of a community employment program.

Nature and Potential of Personal Hazards - Behavioral problems such as aggression of clients, lifting movement of raw materials and finished products and/or the operation of power tools, forklift or similar equipment may cause bodily injury for employees.

V. RECRUITMENT STANDARDS:

A. Knowledge, Skills, and Abilities - Basic knowledge of manufacturing techniques. Job analysis techniques, materials and work flow, job set-up, shop tools and equipment. Basic knowledge of OSHA Regulations, wage and hour laws. Skill in developing adaptive devices for disabled clients. Ability to plan, organize and supervise a work area; to solve problems. Ability to communicate effectively with staff, clients and contract customers. Ability to learn behavior management and supportive counseling techniques. Ability to communicate observations and recommendations effectively in written and oral form.

Minimum Training and Experience Requirements - Graduation from high school or equivalent and three years of experience in production, trades or related work that provides the above knowledge and skills, preferably providing exposure to the population to be served; or an equivalent combination of training and experience.

B. Knowledge, Skills, and Abilities - General knowledge of the application of task analysis techniques. General knowledge of the practical application of behavior management and supportive counseling techniques. General knowledge of the population served. Ability to plan and organize; to solve problems. Ability to learn manufacturing techniques, materials and work flow job set-up, OSHA and wage and hour laws. Ability to develop rapport with the clients staff, and contract customers. Ability to assess client skill level evaluate client progress, observe behavior and communicate observations and recommendations effectively in written and oral form.

Minimum Training and Experience Requirements - Graduation from high school or equivalent and three years of experience providing instruction to developmentally/physically disabled clients preferably involving task analysis; or an associate degree in mental health or child development and one year of experience working with the population to be served which would provide the knowledge, skills and abilities as described In recruitment pattern B; or an equivalent combination of training and experience.