

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

CORRECTIONAL INDUSTRIES SUPERVISOR 1, CORRECTIONS (39005)

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Within the Department of Corrections, supervises the day-to-day operations of a production, processing, or service unit. Trains, directs, and supervises offender workers as necessary for task completion within the unit. May supervise non-production staff within the Correctional Industries work unit.

Typical Work

Responsible for the supervision and training of offenders in a production, processing or service unit. Plans and schedules production based on a master schedule; schedules materials, machinery and workers to meet completion dates;

Operates/maintains all machinery and equipment required to meet production needs; trains offenders workers in operation/maintenance of equipment

Provides input for the development of annual operating budget; responsible for operating within established budget; maintains control over assigned inventory; controls waste;

Responsible for quality workmanship; adheres to quality standards;

Recommends design and engineering improvements to product/service;

Uses proprietary software, process, and procedures to determine needed purchases of raw materials, equipment, and supplies. Ensures proper maintenance of the software system;

Develops and operates preventative maintenance program for equipment;

Accounts for assigned offender workers in accordance with security requirements; ensures plant operations meet Department security requirements; maintains tool control;

Participates in product management and development teams as assigned;

Operates a safety accident prevention program in accordance with Department policy; ensures staff and offender workers receive safety training and adhere to safe work practices;

Hires and evaluates performance of offender worker staff for production unit. Ensures offender worker personnel actions and compensation are managed in accordance with Department policy directives; approves offender payroll;

Manages operation in accordance with Department policies and Correctional Industries directives;

Evaluates performance of subordinate staff;

Accomplishes assigned duties independently;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: processes in the specific area of production, processing or business operation; budgeting, production control and scheduling; principles and regulations pertaining to offender custody; industrial first aid; principles and practices of management; record keeping.

Ability to: manage problems in area of responsibility; supervise, direct and train offender workers; speak and write clearly.

Desirable Qualifications

One (1) year as a Correctional Industries Supervisor Assistant. OR

Graduation from high school or GED equivalent AND two years of experience in the designated specialty field, which includes one year in a supervisory capacity.

Note: Some specialty fields may require certification.

Note: An Associates Degree or above, in business management or a closely related field may substitute for one year of supervisory experience.

Note: Experience supervising and/or directing a crew of offenders working in a production, processing or business operation at a correctional institution will be considered qualifying supervisory experience.

New class (replaces Industries Services Supervisor 1 - 70044 and Manufacturing Shop Supervisor 1 - 70030; Farm Supervisor 1 - 70010) incumbents promoted into CIS 1: 10-14-94  
Revised definition, qualifications, and salary adjustments: 9-13-02