WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

CORRECTIONAL INDUSTRIES SUPERVISOR 2, CORRECTIONS (39006)
Abolished Initially Effective January 13, 2006
Abolished Final Effective February 10, 2006

Definition: Within the Department of Corrections, manages the operations of one or more production, processing, and/or service unit(s), and supervises one or more Correctional Industries Supervisor 1's. Develops operating budget, shop production schedules and manages inventory. Trains, directs, and supervises offender workers in all phases of the operation.

Typical Work

Responsible for the training and supervision of offender workers in the units supervised;

Develops annual operating budget; responsible for operating within established budget; maintains control over assigned inventory; controls waste, etc;

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

Using proprietary software, determines needed purchases of raw materials, equipment and supplies. Ensures proper maintenance of the software system;

Determines shop production schedule; schedules material, machinery and workers to meet completion dates;

Recommends design and engineering improvements to product/service; implements process improvements to enhance operations;

Responsible for quality workmanship; adheres to quality standards;

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

Develops and operates preventative maintenance program for equipment;

Hires inmate staff as necessary to ensure production schedule/service delivery is met in the units supervised; evaluates inmate staff performance;

Ensures offender worker personnel actions and compensation are managed in accordance with Department directives; approves offender payroll for units supervised;

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;

Participates in product and development teams as assigned;

Works directly with customer as required to ensure that orders meet customer requirements; ensures continuing good customer relations;

Evaluates performance of subordinate staff;

Manages operation in accordance with Department policy directives;

Accomplishes assigned duties independently;

Performs other duties as required.

<u>Knowledge and Abilities</u>

Knowledge of: processes in the specific area of production, processing or business operation; budgeting; production control and scheduling; cost estimating; principles and regulations pertaining to offender custody; principles and practices of management; record keeping; supervisory procedures and techniques.

Ability to: manage problems in area of responsibility; interpret safety rules, policies and procedures; analyze and resolve offender behavior problems; speak and write clearly; establish and maintain a safe and healthful working environment.

<u>Desirable Qualifications</u>

Two years as a Correctional Industries Supervisor 1, Corrections in the designated specialty field. <u>OR</u>

Graduation from high school or GED equivalent <u>AND</u> four years of experience in the designated specialty field, which includes two years in a supervisory capacity.

<u>Note</u>: 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.

<u>Note</u>: 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 2 - 70045, Manufacturing Shop Supervisor 2 - 70040; and Farm Supervisor 2 - 70020) incumbents promoted into CIS 2 level: 10-14-94
Revised definition, qualifications, and salary adjustments: 9-13-02