CONTINUOUS FILING

RELEASE DATE: JANUARY 11, 2013

CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (BAKERY) 3PIBA01
PRISON INDUSTRIES SUPERINTENDENT II (BAKERY) 3PIBA02

OPEN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST AT	**Richard J. Donovan Correctional Facility, San Diego**
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an OPEN exam.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. **Note: If you meet the minimum qualifications for both examinations, you may apply using one application. Please indicate the exam titles on your application.** **DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**
FINAL FILING DATE	CALPIA establishes test dates. Testing is considered ***continuous*** as dates can be established at anytime and eligible lists are merged.
SALARY	**Industrial Supervisor Prison Industries (Bakery) $3924-$4962** **Prison Industries Superintendent II (Bakery) $4728-$5698**
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A candidate cannot be tested more than once in a 12-month period. Names of successful competitors are merged on to the list in order of final scores, regardless of dates. The names will remain on the eligible list for a period of 24 months after it is established.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	**NOTE**: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination at the time the application is filed. **All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected**.

POSITION DESCRIPTION	**<u>All classes:</u>** This enterprise involves the production of white and wheat breads. An **<u>Industrial Supervisor, Prison Industries (Bakery)</u>** plans and schedules production, including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendation to increase production efficiency and product quality; trains, counsels, and supervises inmates in production work, quality control, safety, and personnel development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or to others or to property; maintains security of working areas and work materials; and inspects and searches inmates for contraband, such as weapons or illegal drugs. A **<u>Prison Industries Superintendent II (Bakery)</u>** is responsible for supervising a Bakery enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.
MINIMUM QUALIFICATIONS	**<u>Industrial Supervisor, Prison Industries (Bakery)</u>** Two years of production experience in a bakery enterprise or trade. (Education, such as trade school, vocational education, or major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.) Promotional Candidates, including employees on training-and-development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment. **<u>Prison Industries Superintendent II (Bakery)</u>** **Either I** One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Bakery). **Or II** Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Bakery). **Or III** Four years of production experience in a Bakery enterprise or trade, at least two years of which shall have been in a supervising capacity.
SPECIAL PERSONAL CHARACTERISTICS	Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
ADDITIONAL DESIRABLE QUALIFICATIONS	**Industrial Supervisor, Prison Industries (Bakery)** Supervisory experience; education equivalent to completion of the 12th grade; assertiveness. **Prison Industries Superintendent II (Bakery)** Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution.
EXAMINATION INFORMATION	This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of **70%** must be attained in the interview. ***COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.*** **QUALIFICATIONS APPRAISAL – WEIGHTED 100%**
SCOPE	**Industrial Supervisor, Prison Industries** A. **Knowledge of** (with particular reference to bakery): 1. Methods, materials, machinery, processes, tools, and equipment used in an industrial operation. 2. Production scheduling and control. 3. Quality standards and control. 4. Safety practices and orders. 5. Materials handling techniques. 6. Principles of personnel management and supervision. **Prison Industries Superintendent II (in addition to 1 – 6 above)** 7. Budget preparation and cost control. 8. The Department's equal employment objectives. 9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment. B. **Ability to** (with particular reference to bakery): 1. Set up, repair, maintain, adjust and operate required equipment. 2. Make labor and material estimates. 3. Instruct and supervise staff, inmates, or residents in production techniques and safety practices. 4. Maintain firm, impartial, and consistent discipline. 5. Understand rules, regulations, laws and procedures. 6. Analyze situations accurately and take effective action. 7. Keep records and prepare reports. 8. Communicate effectively at a level required for successful job performance. **Prison Industries Superintendent II (in addition to 1 – 8 above)** 9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
VETERANS' PREFERENCE/CAREER CREDITS	Veterans' Preference Credits will be added to the final score of all competitors in this examination who quality for the credits and successfully complete all part(s) of the examination. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Career Credits are not granted in "Open" exams.
QUESTIONS	If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CalHR, local offices of the Employment Development Department, CALPIA, and at www.pia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-Promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions for applying for Veterans' Preference Credits are on the Veterans' Preference application (Form 10093), which is available from CalHR, written test proctors, the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922