



JOB OPPORTUNITY BULLETIN

Release Date: October 16, 2020 Bulletin Number: 20-42

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority,7 Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

All appointments are subject to State Restrictions of Appointment (SROA) procedures.

PLEASE NOTE: APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED OR RECEIVED BY THE FINAL FILING DATE (FFD) INDICATED. Applications may be filed in person, but must be received by close of business of the FFD. Applications received after the FFD will not be considered. A notation or reference on the application to other materials, such as "see attached resume", will not be considered. For more information, please contact CAREERS@CALPIA.CA.GOV.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.

POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: The 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 of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under.

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-218722

FINAL FILING DATE: 10/17/2020

POSITION #: 063-041-4549-001

DATE POSTED: 10/07/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6124- \$7608

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 – 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Accounting Administrator I, (Supervisor) vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/6PB02.PDF>, click the bulletin titled "Accounting Administrator I, (Supervisor)" to take the online examination ***

The Prison Industry Authority (CALPIA) is currently recruiting for an Accounting Administrator I, Supervisor. Under the general direction of the Chief of Accounting, this position serves as the manager of the Reports and Reconciliation Unit. The work shift schedule is Monday – Friday, 8:00 a.m. – 5:00 p.m., flexible within core business hours. The duties include but are not limited to: Provide fiscal administration and support to the Reports and Reconciliation (RR) Unit. Supervise staff through the daily and year-end financial activities of the general ledger and accounting system. Prepare and oversee the monthly and year-end financial statements and other periodic reports, with strong emphasis on compliance with generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) standards. Perform duties for complex, analytical assignments for the RR Unit. Participate on team projects for the CALPIA representing Accounting. Assist with overseeing the year-end financial audit. Responsible for the year-end closing process. Responsible for all CALPIA accounts and fund reconciliations as well as the General Ledger.

REQUISITE SKILLS AND ABILITIES:

- Ability to plan, organize and direct staff in a fast-paced work environment.
- Strong ability to analyze data and communicate your findings
- Ability to multi-task, while maintaining accuracy and meeting the deadlines.
- Have a strong working knowledge of financial, government accounting, and cost accounting functions
- Good interpersonal, verbal, and written communication skills

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-220247

FINAL FILING DATE: 10/28/2020

POSITION #: 063-041-4549-001

DATE POSTED: 10/15/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6124- \$7608

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 – 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Accounting Administrator I, (Supervisor) vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/6PB02.PDF>, click the bulletin titled "Accounting Administrator I, (Supervisor)" to take the online examination ***

Under the general direction of the Accounting Administrator II - Supervisor, the incumbent provides supervision of staff and activities for a cost accounting and inventory unit. The position exists at CALPIA Headquarters, located in the city of Folsom, CA. The work shift is Monday–Friday 8:00 am–5:00 pm and has free parking. Duties include but are not limited to: Plan, organize, direct, assign, and supervise the assignments and responsibilities of the unit. Establish policies, procedures, and processes. Provide overall direction for CALPIA on cost accounting, inventory management processes and methodologies using manufacturing cost accounting concepts and Generally Accepted Accounting Principles (GAAP). Identify, evaluate and develop solutions for inventory and cost related issues for multi-location operations in a variety of enterprises. Provide technical assistance and guidance to central office and field staff. Develop data and prepare reports of inventory and cost data. Develop tools to monitor and forecast tools that management and staff can utilize to control product costs and inventory. Train staff on unit tasks. Participate on special project teams and assignments to streamline and improve processes. Some travel may be required. Supervise and oversee the fiscal year-end physical inventory process, which includes the coordination, oversight, and statewide audit of CALPIA's physical inventory as well as the valuation of the inventory totaling more than \$40 million. Duties include formulating, developing, recommending, and implementing policies and procedures related to the year-end process. Consult with the external auditors and justify data, variances, and inventory changes.

REQUISITE SKILLS AND ABILITIES: Accounting education and/or work experience; knowledge and understanding of the principles of cost accounting; the ability and commitment to provide excellent customer service; excellent communication, organizational and time management skills; strong analytical and leadership skills; ability to plan, organize and manage in a fast-paced environment; detail oriented, focused on accuracy, and ability to meet deadlines; and knowledge of Microsoft Excel programs and automated accounting systems.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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CUSTODIAN I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2011-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2731 - \$3418 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian I vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/9PB60.PDF>, click the bulletin titled "Custodian I" to take the online examination ***

Under the supervision of the Custodian Supervisor I and direction of the Custodian II (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to 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. Persons appointed to positions in this class are required to wear a personal alarm and must always carry a whistle while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186947) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187138) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187195) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186959) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO-CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186908) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187023) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187005) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186833) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186968) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186940) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN’S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186868) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860
POSITION #: 964-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186996) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212
POSITION #: 589-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187038) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 177-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186892) - FINAL FILING DATE: UNTIL FILLED

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 405-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187027) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610
POSITION #: 383-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186977) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 392-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186987) - FINAL FILING DATE: UNTIL FILLED

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960
POSITION #: 104-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187172) - FINAL FILING DATE: UNTIL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378
POSITION #: 107-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187145) - FINAL FILING DATE: UNTIL FILLED

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 933-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187189) - FINAL FILING DATE: UNTIL FILLED

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 969-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187016) - FINAL FILING DATE: UNTIL FILLED

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 918-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187091) - FINAL FILING DATE: UNTIL FILLED

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640
POSITION #: 045-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187048) - FINAL FILING DATE: UNTIL FILLED

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 967-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187120) - FINAL FILING DATE: UNTIL FILLED

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 393-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187081) - FINAL FILING DATE: UNTIL FILLED

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210
POSITION #: 439-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-186924) - FINAL FILING DATE: UNTIL FILLED

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 391-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187178) - FINAL FILING DATE: UNTIL FILLED

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960
POSITION #: 968-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187205) - FINAL FILING DATE: UNTIL FILLED

SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964
POSITION #: 096-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187156) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 189-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187148) - FINAL FILING DATE: UNTIL FILLED

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610
POSITION #: 921-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187106) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280
POSITION #: 179-760-2011-PFT - DATE POSTED: 07/01/2020 (JC-187012) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2011-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: PERMANENT / INTERMITTENT (1500 HOURS)

SALARY: \$2731 - \$3418 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

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REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to 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. Persons appointed to positions in this class are required to wear a personal alarm and must always carry a whistle while on the worksite.

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AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186952) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187141) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187199) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186961) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187025) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186915) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186941) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186884) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187009) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186857) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186974) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 177-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186893) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 405-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187033) - **FINAL FILING DATE: UNTIL FILLED**

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610
POSITION #: 383-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186979) - **FINAL FILING DATE: UNTIL FILLED**

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 392-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186992) - **FINAL FILING DATE: UNTIL FILLED**

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960
POSITION #: 104-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187174) - **FINAL FILING DATE: UNTIL FILLED**

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378
POSITION #: 107-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187146) - **FINAL FILING DATE: UNTIL FILLED**

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 933-760-2011-PIN DATE POSTED: 07/01/2020 (JC-187190) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 969-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187018) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 918-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187094) - **FINAL FILING DATE: UNTIL FILLED**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640
POSITION #: 045-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187053) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 967-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187124) - **FINAL FILING DATE: UNTIL FILLED**

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 393-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187083) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210
POSITION #: 439-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-186928) - **FINAL FILING DATE: UNTIL FILLED**

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #:391-760-2011-PIN DATE POSTED: 07/01/2020 (JC-187180) - **FINAL FILING DATE: UNTIL FILLED**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187207) - FINAL FILING DATE: UNTIL FILLED

SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964

POSITION #: 096-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187157) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187151) - FINAL FILING DATE: UNTIL FILLED

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187112) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2011-PIN - DATE POSTED: 07/01/2020 (JC-187013) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2011-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2731 - \$3418 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian I vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/9PB60.PDF>, click the bulletin titled "Custodian I" to take the online examination ***

Under the supervision of the Custodian Supervisor I and direction of the Custodian II (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to 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. Persons appointed to positions in this class are required to wear a personal alarm and must always carry a whistle while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186957) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187142) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187203) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186966) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186888) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187026) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186919) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186944) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187003) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187011) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186860) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696
POSITION #: 075-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186975) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212
POSITION #: 589-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187042) - **FINAL FILING DATE: UNTIL FILLED**

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 177-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186895) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 405-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187035) - **FINAL FILING DATE: UNTIL FILLED**

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610
POSITION #: 383-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186981) - **FINAL FILING DATE: UNTIL FILLED**

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 392-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186994) - **FINAL FILING DATE: UNTIL FILLED**

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960
POSITION #: 104-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187176) - **FINAL FILING DATE: UNTIL FILLED**

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378
POSITION #: 107-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187147) - **FINAL FILING DATE: UNTIL FILLED**

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 933-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187192) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 969-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187020) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 918-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187103) - **FINAL FILING DATE: UNTIL FILLED**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640
POSITION #: 045-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187056) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 967-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187129) - **FINAL FILING DATE: UNTIL FILLED**

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 393-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187087) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210
POSITION #: 439-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-186933) - **FINAL FILING DATE: UNTIL FILLED**

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 391-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187182) - FINAL FILING DATE: UNTIL FILLED

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960
POSITION #: 968-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187209) - FINAL FILING DATE: UNTIL FILLED

SAN QUENTIN STATE PRISON, SAN QUENTIN, CA 94964
POSITION #: 096-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187171) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327
POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 189-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187153) - FINAL FILING DATE: UNTIL FILLED

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610
POSITION #: 921-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187113) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280
POSITION #: 179-760-2011-LFT - DATE POSTED: 07/01/2020 (JC-187014) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2011-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: PERMANENT / INTERMITTENT (1500 HOURS)

SALARY: \$2731 - \$3418 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian I vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/9PB60.PDF>, click the bulletin titled "Custodian I" to take the online examination ***

Under the direction of a Superintendent II of Maintenance and Repair and an onsite Custodian II or Custodian Supervisor I/II, the incumbent performs the required janitorial service, trains and supervises offender workers engaged in daily janitorial functions. Extensive travel to novel Coronavirus (COVID-19) positive institutions within California is required. Position will receive travel assignments from Central Office in Folsom, California, but will be deployed from one of the three Deployment Hubs (North, Central, South). Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance.

Extensive travel will be involved to work at multiple CALPIA Operations through-out the State. Janitorial services will include working inside medical areas that may have COVID-19 confirmed patients. Center for Disease Control (CDC) safety precautions including personal protective equipment will be provided and is mandatory. Equipment is updated based on CDC and may include the use of N95 face masks requiring a fit clearance. When using precautions, perform and supervises offender workers in the following duties; sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to 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. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle always while on the worksite.

Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively.

Ability to, in departments with inmates or mental health patients: All of the above and maintain order and supervise the conduct of persons committed; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2011-95X - DATE POSTED: 08/28/2020 (JC-214329)- FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2011-95X - DATE POSTED: 08/28/2020 (JC-214312)- FINAL FILING DATE: UNTIL FILLED

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2011-95X - DATE POSTED: 08/28/2020 (JC-214335)- FINAL FILING DATE: UNTIL FILLED

CUSTODIAN II

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2003-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2797 - \$3501 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL.

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian II vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/OPBBR.PDF>, click the bulletin titled "Custodian II" to take the online examination ***

Under the supervision of the Custodian Supervisor I (Healthcare Facilities Maintenance), the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, civil service custodian's to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and civil service custodian's and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. The Custodian II will perform janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists in the planning of daily operations, scheduling labor, providing training, evaluating and counseling to inmate workers and Civil Servant Custodians. Utilizes the Industry Employment Program, supervises the conduct of offender worker and civil service workers in the janitorial program. Maintains tool and key control per the department and institutional procedures; Maintains accurate inmate counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to 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. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2003-001 - DATE POSTED: 07/22/2020 (JC-209677) - **FINAL FILING DATE: UNTIL FILLED**

PELICAN BAY STATE PRISON - 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION #: 393-760-2003-001 – DATE POSTED: 10/15/2020 (JC-220444) – **FINAL FILING DATE: 10/25/2020**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2003-002 - DATE POSTED: 07/07/2020 (JC-208021) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN SUPERVISOR I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2002-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3022 - \$3788 POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL.

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor I vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/OPBBR.PDF>, click the bulletin titled "Custodian Supervisor I" to take the online examination ***

Under direction, the Custodian Supervisor I performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; this position supervises: Custodian II's and Custodian I's; the incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of multiple inmates; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employment Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212
POSITION #: 589-760-2002-001 - DATE POSTED: 05/07/2020 (JC-202084) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225
POSITION #: 392-760-2002-001 - DATE POSTED: 09/30/2020 (JC-216773) - FINAL FILING DATE: UNTIL FILLED

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226
POSITION #: 969-760-2002-001 - DATE POSTED: 10/09/2020 (JC-219628) - FINAL FILING DATE: 10/19/2020

CUSTODIAN SUPERVISOR I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2002-XXX

DATE POSTED: VARIOUS

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3022 - \$3788 POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor I vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/JOBSGEN/OPBBR.PDF>, click the bulletin titled "Custodian Supervisor I" to take the online examination ***

Under direction, the Custodian Supervisor I performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; this position supervises: Custodian II's and Custodian I's; the incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of multiple inmates; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employment Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2002-200 - DATE POSTED: 05/22/2020 (JC-203554) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN SUPERVISOR II

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS **FINAL FILING DATE:** VARIOUS

POSITION #: XXX-760-2001-XXX **DATE POSTED:** VARIOUS

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3272 - \$4097 POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL.

WORK SHIFT (DAYS AND HOURS): WORKDAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PBBJ>, click the bulletin titled "Custodian Supervisor II" to take the online examination ***

Under direction, the Custodian Supervisor II oversees the Healthcare Facilities Maintenance (HFM) programs; performs the required janitorial service, training, and supervision of offender/inmate workers engaged in daily janitorial functions; provides instruction and on-the-job (OJT) training for each location concerning all aspects of the HFM program; attends Quality Management Committee meetings, Warden's meetings, and additional institution meetings as needed; ensures corrective action plans are completed in a timely manner; ensures work orders are placed; provides OJT to HFM staff and offenders in CALPIA's procedures for terminal cleaning, floor care, cleaning of offices and exam rooms, waiting areas, and restrooms; ensures proper handling and disposal of medical waste; scheduling labor for the completion of special projects, institution required training, HFM training programs, coverage during staff absences, and counseling and/or performance evaluations; maintains accurate offender counts; computer data entry for the Industry Employment Program; and initiates the order request (Form 13) for replenishing janitorial supplies.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION #: 047-760-2001-001 - DATE POSTED: 08/20/2020 (JC-213184) - FINAL FILING DATE: UNTIL FILLED

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION #: 405-760-2001-001 - DATE POSTED: 08/20/2020 (JC-212866) - FINAL FILING DATE: UNTIL FILLED

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2001-001- DATE POSTED: 08/18/2020 (JC-212815) - FINAL FILING DATE: UNTIL FILLED

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2001-002 - DATE POSTED: 08/12/2020 (JC-212237) - FINAL FILING DATE: UNTIL FILLED

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-218511 **FINAL FILING DATE:** UNTIL FILLED

POSITION #: 075-421-2109-003 **DATE POSTED:** 10/14/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4638 - \$5865

WORK SHIFT (DAYS AND HOURS): MONDAY- THURSDAY, 0600 – 1600

LOCATION: CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2019/6PILD01.pdf>, click Complete Self-Assessment***

Under the general supervision of the Prison Industries Superintendent I and Superintendent II (Laundry), the Industrial Supervisor (Laundry) assists in the planning and scheduling of labor and the materials and equipment for production. Responsible for quality control, production control, and inventory control. Makes suggestions as to methods analysis, cost control, material research, procurement, and personnel development. Implements the individual components of the Inmate Employability Program (IEP) by training and motivating inmates in the personal development through their participation in the program.

REQUISITE SKILLS AND ABILITIES: Skill and ability to supervise a laundry enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports

WHO MAY APPLY: PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MATTRESS AND BEDDING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-214165 **FINAL FILING DATE:** UNTIL FILLED

POSITION #: 096-360-7197-002 **DATE POSTED:** 08/27/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4638 - \$5865

WORK SHIFT (DAYS AND HOURS): MONDAY- THURSDAY, 0500 – 1500

LOCATION: CALIFORNIA STATE PRISON, SAN QUENTIN, SAN QUENTIN, CA 94964

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Mattress and Bedding) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2019/7PIMB01.pdf>, click Complete Self-Assessment.

The Industrial Supervisor, Prison Industries (Mattress and Bedding), under the direction of the Prison Industries Superintendent II (Mattress and Bedding) is responsible for the training, developing, and directing inmate workers in the scheduled production of mattresses. This includes the manufacturing of innerspring mattresses and pillows; Supervising the implementation of the Quality Assurance Programs and maintain inmate pay and inmate work incentive program time records; Understand and apply safety rules and regulations; Maintains safety and security of working areas and work materials; Assist in the preparation of machinery purchase; keep inventory control of part and supplies; utilizing the Enterprise Resource Planning system (ERPLx) shop orders, labor hours, and other production related functions; Maintains firm and impartial and constant discipline of assigned workers; implements the individual components of the Industry Employment Program (IEP), training and motivating inmates in personal development through their participation in the program; perform other duties as required that are related to the classification.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to 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. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (PRINTING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-219525 **FINAL FILING DATE:** 10/23/2020

POSITION #: 287-310-7216-002 **DATE POSTED:** 10/13/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4638 - \$5865

WORK SHIFT (DAYS AND HOURS): MONDAY- THURSDAY, 0600 – 1600

LOCATION: FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Printing) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2019/6PIPNO1.pdf>, click Complete Self-Assessment***

Under close supervision of the Prison Industries Superintendent II (Print) the participant, will supervise inmates in the Print Factory Processing Enterprise, performing various duties as it relates to the handling and processing of Printing and sign shop. This employee will perform the full range of duties of an Industrial Supervisor (Print).

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of California Department of Corrections and Rehabilitation/Prison Industry Authority laws. Rules. Procedures, and regulations. In accordance with the class specifications, all incumbents must have the requisite skill and ability to supervise and Industrial enterprise and possess the knowledge of methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling and control, quality standards and control, safety practices and orders; production techniques; analyze situations accurately and take effective action; and keep records and prepare reports for successful job performance. Must be a team player.

WHO MAY APPLY: PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please

indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process

INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-210899 **FINAL FILING DATE:** UNTIL FILLED

POSITION #: 058-410-7231-002 **DATE POSTED:** 08/04/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4133 - \$5213

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630 – 1630

LOCATION: CALIFORNIA MEN’S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Warehouse and Distribution Specialist, Prison Industries vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Industrial Warehouse and Distribution Manager I, the incumbent in this position supervises the receiving, storage, and shipment of a large volume of raw materials, supplies, and finished goods; incumbent is responsible for the supervision of inmate workers, inmate timekeeping, and maintaining established safety practices; loads and unloads or supervises the loading and unloading of trucks. Performs transactions for receiving, shipping, cycle counts, and required reports. Operates a variety of heavy truck tractors including two and three axle units coupled to various sized trailers including but not limited to doubles, refrigerated units, tank trailers, and flat beds.

REQUISITE SKILLS AND ABILITIES: In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate: Knowledge of shipping procedures, inventory control and basic knowledge of computers. Possession of a Class A California Commercial Driver’s License is required. If the incumbent does not currently possess a Class A Commercial Driver’s License, he or she will be expected to obtain one within the first six months of appointment to this position.

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 inmates. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal and real property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

INFORMATION TECHNOLOGY SPECIALIST I

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-220500

FINAL FILING DATE: 10/26/2020

POSITION #: 063-045-1402-010

DATE POSTED: 10/16/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5562 - \$7454

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 – 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Information Technology Specialist I vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB35>, click Complete Self-Assessment***

Join an innovative, busy and professional team in Management Information Systems. Under general direction of the Technical Operations Manager, incumbent demonstrates a depth of expertise in infrastructure and systems engineering with knowledge about basic security practices. This role is to ensure the stability and integrity of CALPIA systems for staff and offenders throughout the state of California. The incumbent leads and participates with the installation, monitoring, maintenance, support, and optimization of all hardware, software, communication links, and associated operating systems. The incumbent has practical knowledge working with Windows and some familiarity with Linux mechanisms. Incumbent performs a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. Incumbent optimizes and applies architecture solutions for the benefit CALPIA and plays a major role in advising management or formulating information technology policies.

REQUISITE SKILLS AND ABILITIES: In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Complete and thorough understanding of the principles of hardware; wired and wireless media.
- Understand networking protocols, operating systems for both desktop/laptop and server systems.
- Ability to design, configure, install, maintain, and troubleshoot server and desktop installations.
- Understand key network services including name and directory services, file and print services, distributed applications, email, HTTP, DNS (and possibly WINS), DHCP, FTP, IMAP, HTTP, etc.
- Understand and work with VPNs, encryption, authentication, and security services to establish safe, usable connections with the Internet and external service providers.
- Knowledgeable about security practices on Windows workstations and servers. Practical and working knowledge with Windows security mechanisms.

SPECIAL REQUIREMENT - The Statement of Qualifications (SOQ) must be submitted on a separate piece of paper, no more than two pages, single spaced. The SOQ must be titled "Statement of Qualifications" and contain the following questions and your responses to each question.

1. Describe your operating system software and hardware experience.
2. Describe your network experience.
3. Describe your security experience or knowledge.
4. Describe your experience or knowledge with managing cloud situations including IaaS, PaaS, or SaaS.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

OFFICE TECHNICIAN (TYPING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-219997

FINAL FILING DATE: 10/22/2020

POSITION #: 073-100-1399-001

DATE POSTED: 10/12/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3144 - \$3935

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700-1500

LOCATION: CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Office Technician (Typing) vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=4PB2402>, , click the bulletin titled “Office Technician (Typing)” to take the online examination.

Perform a variety of general office work, including but not limited to: typing, dictation and transcription; takes minutes of CALPIA staff meetings that occur at CSP-Corcoran; performs filing and records management including maintenance of Departmental Operations Manual (DOM), Local Operational Procedures (OP), and CALPIA Policy and Procedures Manual; document preparation and review; composition of correspondence for the Prison Industries Administrator and Prison Industries Manager. Collects mail; processing payment packages; communicates with vendors regarding payment status and verifies vendor invoices for accuracy. Maintains position control of all Civil Service positions assigned to CSP-Corcoran and SATF. Prepares E018's as required by the Prison Industries Administrator; functions as the timekeeper for all civil service positions assigned to CSP-Corcoran and SATF; reviews staff time sheets for accuracy and completeness; prepares staff travel advances and travel expense claims; prepares monthly status reports.

REQUISITE SKILLS AND ABILITIES: Ability to read and write English at a level required for successful job performance. Fluency in Microsoft Word and Excel is a needed requisite ability. Ability to comprehend new software applications as it relates to manufacturing process systems, inventory and accounting. Knowledge of methods, practices and terminology used in general office clerical work and statistical record-keeping work. Willingness to follow a prescribed routine. Willingness to embrace a culture striving towards offender rehabilitation.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

OFFICE TECHNICIAN (TYPING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-217844

FINAL FILING DATE: 10/24/2020

POSITION #: 399-100-1399-002

DATE POSTED: 10/14/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3144 - \$3935 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700-1500

LOCATION: CALIFORNIA STATE PRISON - LOS ANGELES COUNTY, 44750 60TH STREET WEST, LANCASTER, CA 93536

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Office Technician (Typing) vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=4PB2402>, , click the bulletin titled "Office Technician (Typing)" to take the online examination.

Provides lead clerical support to the Prison Industries Administrator; types and assembles management correspondence/reports and maintains Prison Industry files, interprets document retention schedule and archival logs; answers incoming calls, screens and distributes incoming mail; composes and types original correspondence; schedules meetings and makes travel arrangements. Reviews procurement documents and other financial reports for completeness, accuracy, and conformity to accepted accounting standards. Prepares monthly reports for Central Office Accounting, is responsible for inputting all purchase documents into the ERPLx. Reconciles open purchase orders through ERPLx, reviews and closes open orders as required, trains staff in ERPLx purchasing procedures, and in completing travel claims, reconciles all CAL Card and Voyager purchases, and invoices. Receives, audits, coordinates, and distributes State Compensation Insurance Fund (SCIF) forms, takes minutes in supervisory staff meetings. Good judgment and the ability to communicate effectively are of primary importance. Functions as the timekeeper for all civil service positions assigned to California State Prison-Los Angeles County (LAC), California Correctional Institution (CCI) and California City Correctional Facility (CAC); reviews staff time sheets for accuracy and completeness.

Maintains bookkeeping and accounting control records on all Prison Industries enterprise at LAC, CCI and CAC. Investigate complaints/inquiries from vendors regarding purchase orders, damaged items, item shortages, and invoice payments. Reviews and prepares all payment packages before submitting them to CALPIA Central Office Accounting. In addition, the incumbent has regular, direct supervision responsibility for work supervision, on the job training, and work performance evaluation of at least two inmates.

Prepares and assembles monthly status reports and financial statements; compiles data for budget preparation purposes; initiates necessary accounting correspondence. Assist in the annual physical inventory and complete the year end reports. Maintains all confidential records including those involved in keeping civil service positions; types probationary and annual performance reports as directed, and the issuance of reports, and submits correspondence to Personnel offices; prepares and distributes gate clearances for incoming visitors; prepares Position Action Request (Form 018) as required, make contacts and sets up interview schedules with applicants regarding CALPIA positions.

ADDITION EXPECTATIONS: Persons appointed to the position 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.

REQUISITE SKILLS AND ABILITIES: Basic computer and communication skills are necessary as well as good management and people skills. Good attendance record, willingness to work in a fast-paced environment is required.

- Good Leadership Skills
- Knowledge of Budget Preparation
- Effective Communication Skills (Oral and Written)

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

PROGRAM TECHNICIAN

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-189720

FINAL FILING DATE: UNTIL FILLED

POSITION #: 383-412-9927-XXX (7 POSITIONS)

DATE POSTED: 04/27/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2722 - \$3767

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 – 1600

LOCATION: CENTRAL CALIFORNIA WOMEN’S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Program Technician vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=2PB29>, , click the bulletin titled “Program Technician” to take the online examination.

Under the direction of the Supervising Program Technician II, this position serves as the junior lead to and assists in the training of less experienced CALPIA Optical Annex clerical staff in the receiving, screening, data entry, shipping, and customer service of Medi-Cal orders for prescription eyewear. Ensures that workflow and established production standards are consistently followed. Assists the Program Technician II with the import of the daily ship scan diskette, printing packing slips and reports, auditing of daily shipping manifests and coordination of courier pickup and delivery orders for prescription eyewear. Makes recommendations for increasing efficiency and safety. Maintains safety and security of the worksite. In the performance of these duties, the incumbent will exercise responsibility for the accuracy, organization, timely processing and security of documents containing personal information.

REQUISITE SKILLS AND ABILITIES: Excellent verbal and written skills. Basic computer skills are necessary. Previous experience with Medi-Cal billing, determining Medi-Cal eligibility or optometry office helpful and desirable. Willingness to work in a fast pace environment. Good attendance, punctuality, and attention to detail are a must.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

STAFF SERVICES MANAGER I (SUPERVISOR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-219733

FINAL FILING DATE: 10/30/2020

POSITION #: 063-043-4800-001

DATE POSTED: 10/09/2020

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6124 - \$7608

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 – 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

SPECIAL REQUIREMENTS: Employees new to CALPIA will be required to attend New Employee Orientation (NEO) prior to starting work within an institution or Central Office. NEO is seven days (56 hours), and will be conducted at the Green Valley Training Center in Folsom, CA. Any questions or concerns regarding NEO training can be addressed during the interview process.

DESCRIPTION OF DUTIES: ***Prior to applying for any Staff Services Manager I (Supervisor) vacancy, you must first attain list eligibility by taking the exam via the Internet at <https://jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=9PB16>, , click the bulletin titled “Staff Services Manager I (Supervisor)” to take the online examination.

Under the direction of the Chief, Human Resources, the incumbent functions as the supervisor of the Workers' Compensation/Return-to-Work Unit and the Workforce Recruitment/Planning Unit. Provides leadership, direction, and all aspects of supervision over the Workers' Compensation/Return-to-Work Unit comprised of two analysts and one Office Technician (Typing). Assigns, reviews, and monitors the work activities of the staff; evaluates performance; approves absences; and provides appropriate training. Personally performs the most difficult and sensitive work including, but not limited to: reviewing and approving SARs, conducting workers' compensation analyses, developing and presenting training to employees and supervisors, assisting and leading litigated cases for hearings and trials, managing all incoming and outgoing settlements, making recommendations to effectively reduce CALPIA's workers' compensation liability, reviewing and approving reasonable accommodation and ergonomic requests, and maintaining the Live Scan process for current employees and candidates.

Provides leadership, direction, and all aspects of supervision over the Workforce Recruitment/Planning Unit comprised of one analyst. Assigns, reviews, and monitors the work activities of the staff; evaluates performance; approves absences; and provides appropriate training. Personally performs the most difficult and sensitive work including, but not limited to: developing and implementing CALPIA's recruitment strategy, completing and submitting annually CALPIA's workforce analysis, leading CALPIA's recruitment events throughout the State, implementing CALPIA's Workforce Plan initiatives, working with executive management to effectively assess and implement recruitment and workforce-related changes, and implementing CALPIA's Succession Plan initiatives.

Leads the development of position-related policies and procedures. Attends and/or represents CALPIA in meetings, conferences, and hearings as appropriate; and works with attorneys representing CALPIA. Determines the annual contract needs for the units under the purview of this position; directs and reviews the preparation of related budget change proposals and equipment requests as needed; and monitors expenditures.

REQUISITE SKILLS AND ABILITIES:

- Demonstrated knowledge and/or experience in the State’s hiring and recruitment processes and programs.
- Strong workers compensation, return-to-work, reasonable accommodation, ergonomics and disability management experience and knowledge.
- Possess strong leadership, analytical, and critical thinking skills
- Ability to lead and inspire team members within tight deadlines to meet assignment goals and objectives.
- Ability to resolve routine customer problems utilizing resources and within existing processes and procedures.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

STATEMENT OF QUALIFICATIONS: Candidates are required to complete a Statement of Qualifications (Statement) (see questions below) in addition to completing a Standard State application (Examination/Employment Application STD 678), Only those candidates who submit all required documents by the postmarked date will be considered for appointment.

This Statement is requested to elicit information regarding each applicant's interest and experience in relation to this position. The completed Statement should not be more than two (2) pages, using Arial, 12-point font size, numbered, and answered in the order as they appear in the job announcement. Resumes, letters, and other materials will not be considered as responses to this Statement.

1. Describe how your experience, education, knowledge, and skills make you the ideal candidate for this position.
2. Describe your experience leading people.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

STUDENT ASSISTANT - ACCOUNTING SERVICES

POSTING NUMBER #: PE350F20

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

DATE POSTED: 09/04/2020

TENURE / TIME BASE: LIMITED TERM (12 MONTHS)

SALARY: \$13.00 - \$16.50 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Fiscal Accounting Chief, the incumbent will provide support to Accounting's System Support Unit.

Duties will include but are not limited to:

- Develop reports and queries using Financial and Excel reporting tools.
- Key data entry and reconcile financial spreadsheets while ensuring accuracy of the data.
- Assist with financial reconciliations.
- Assist Accounting management and team with special projects and assignments.
- Prepare procedures for desk duties. Help during month-end and year-end closing process.

REQUISITE SKILLS AND ABILITIES: -Must be enrolled in a minimum of 6 semester or 9 quarter units from an accredited college or university. Knowledge of Microsoft Office computer programs is required. Must be able to work in a team environment. Persons appointed to this position are expected to have good interpersonal skills with all levels of staff, be able to multi-task while maintaining efficiencies and accuracy.

- Currently enrolled in a Management Information Systems and/or Accounting

- Intermediate or higher skill level in MS Excel and familiarity with database programs

- Excellent organizational and time management skills, detail oriented and able to meet deadlines

WHO MAY APPLY: Students who participate in the CSUS University Enterprises, Inc. program are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://ueijobs.peopleadmin.com/postings/16897>

STUDENT ASSISTANT – MANAGEMENT INFO SYSTEMS

POSTING NUMBER #: PE374F20

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-0415-HORNET-XXX

DATE POSTED: 09/04/2020

TENURE / TIME BASE: LIMITED TERM (12 MONTHS)

SALARY: \$13.00 - \$16.50 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provides first line Help Desk support to CALPIA staff; Creates and monitors help desk tickets; Processes procurement requests for Information Technology (IT) related equipment, materials/supplies, and component parts; Manages and organizes all forms, requests, purchase orders, invoices, training materials, and office supplies for MIS; Orders and maintains office supplies.

Assists MIS staff in different aspects of IT related to desktop support: Prepares technical documentation; Provides first level help in computer troubleshooting and helpdesk functions; may also assist with developing applications, creating databases, and Intranet/Internet development and design. Provides technical support to CALPIA employees with IT hardware and software of less complex in nature; installation, configuration, implementation, maintenance, support, troubleshoot and repair problems with the workstation (desktop and laptop) and peripheral equipment with and without network connectivity; assists with organizing budget reports. Follows and implements security policies/procedures; Manages the hardware and software inventories for the CALPIA, which includes, but not limited to, distribution and disposal of computer equipment. Assists in administering and maintaining LAN server; Assists in troubleshooting network problems; Assists in performing system and application updates/upgrades.

REQUISITE SKILLS AND ABILITIES: -Must be enrolled in a minimum of 6 semester or 9 quarter units from an accredited college or university. Knowledge of Microsoft Office computer programs is required. Must be able to work in a team environment. Persons appointed to this position are expected to have good interpersonal skills with all levels of staff, be able to multi-task while maintaining efficiencies and accuracy.

- Currently enrolled in a Management Information Systems and/or Accounting
- Intermediate or higher skill level in MS Excel and familiarity with database programs
- Excellent organizational and time management skills, detail oriented and able to meet deadlines

WHO MAY APPLY: Students who participate in the CSUS University Enterprises, Inc. program are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://ueijobs.peopleadmin.com/postings/17002>

CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at www.calpia.ca.gov. Your State Application **must indicate** the “Exam Title” and “Exam Code” in order to be processed. **Applications without this information may be subject to rejection.** For questions regarding the following examination(s), please call (916) 358-2696.

<u>TYPE OF EXAMINATION: OPEN</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
There are no OPEN examinations at this time.		

<u>TYPE OF EXAMINATION: PROMOTIONAL</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
There are no PROMOTIONAL examinations at this time		

<u>TYPE OF EXAMINATION: CEA</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
There are no CEA examinations at this time.		

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Prison Industries Superintendent I (Agriculture)	6PIAG-01	Continuous
Prison Industries Superintendent II (Agriculture)	6PIAG-02	Continuous
Industrial Supervisor, Prison Industries (Bakery)	7PIBP-01	Continuous
Prison Industries Superintendent II (Bakery)	7PIBP-02	Continuous
Industrial Supervisor, Prison Industries (Bindery)	6PIBD-01	Continuous
Prison Industries Superintendent II (Bindery)	6PIBD-02	Continuous
Industrial Supervisor, Prison Industries (Coffee Roasting & Grinding)	6PICG-01	Continuous
Prison Industries Superintendent II (Coffee Roasting & Grinding)	6PICG-02	Continuous
Industrial Supervisor, Prison Industries (Crops Farm)	6PICR	Continuous
Industrial Supervisor, Prison Industries (Dairy)	6PIDA	Continuous
Industrial Supervisor, Prison Industries (Dental Laboratory)	7PIDL-01	Continuous
Prison Industries Superintendent II (Dental Laboratory)	7PIDL-02	Continuous
Industrial Supervisor, Prison Industries (Detergent Plant)	6PIDP-01	Continuous
Prison Industries Superintendent II (Detergent)	6PIDP-02	Continuous
Industrial Supervisor, Prison Industries (Digital Services)	7PIDS	Continuous
Industrial Supervisor, Prison Industries (Egg Production)	6PIEP01	Continuous
Prison Industries Superintendent I (Egg Production)	6PIEP02	Continuous
Prison Industries Superintendent II (Egg Production)	6PIEP03	Continuous
Industrial Supervisor, Prison Industries (Fabric Products)	6PIFP-01	Continuous
Prison Industries Superintendent I (Fabric Products)	6PIFP-02	Continuous
Prison Industries Superintendent II (Fabric Products)	6PIFP-03	Continuous
Industrial Supervisor, Prison Industries (Food & Beverage Packaging)	6PIFG-01	Continuous
Prison Industries Superintendent I (Food & Beverage Packaging)	6PIFG-02	Continuous
Prison Industries Superintendent II (Food & Beverage Packaging)	6PIFG-03	Continuous
Industrial Supervisor, Prison Industries (Knitting Mill)	6PIKM-01	Continuous
Prison Industries Superintendent II (Knitting Mill)	6PIKM-02	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Industrial Supervisor, Prison Industries (Laundry)	6PILD-01	Continuous
Prison Industries Superintendent I (Laundry)	6PILD-02	Continuous
Prison Industries Superintendent II (Laundry)	6PILD-03	Continuous
Industrial Supervisor, Prison Industries (Maintenance and Repair)	6PIMR-01	Continuous
Prison Industries Superintendent II (Maintenance and Repair)	6PIMR-02	Continuous
Industrial Supervisor, Prison Industries (Mattress & Bedding)	7PIMB-01	Continuous
Prison Industries Superintendent II (Mattress & Bedding)	7PIMB-02	Continuous
Industrial Supervisor, Prison Industries (Meat Cutting/Processing)	7PIMP-01	Continuous
Prison Industries Superintendent I (Meat Plant Operations)	7PIMP-02	Continuous
Prison Industries Superintendent II (Meat Plant Operations)	7PIMP-03	Continuous
Industrial Supervisor, Prison Industries (Metal Fabrication) Prison	6PIMF-01	Continuous
Industries Superintendent I (Metal Products)	6PIMF-02	Continuous
Prison Industries Superintendent II (Metal Products)	6PIMF-03	Continuous
Industrial Supervisor, Prison Industries (Optical Products)	6PIPT-01	Continuous
Prison Industries Superintendent I (Optical Products)	6PIPT-02	Continuous
Prison Industries Superintendent II (Optical Products)	6PIPT-03	Continuous
Industrial Supervisor, Prison Industries (Poultry Processing)	7PIPP01	Continuous
Prison Industries Superintendent II (Poultry Processing)	7PIPP02	Continuous
Industrial Supervisor, Prison Industries (Printing)	6PIPNI-01	Continuous
Prison Industries Superintendent I (Printing)	6PIPNI-02	Continuous
Prison Industries Superintendent II (Printing)	6PIPNI-03	Continuous
Industrial Supervisor, Prison Industries (Sausage Making/Cured Meats)	7PISM	Continuous
Industrial Supervisor, Prison Industries (Shoe Manufacturing)	6PISM-01	Continuous
Prison Industries Superintendent II (Shoe Manufacturing)	6PISM-02	Continuous
	6PITD	Continuous
Industrial Supervisor, Prison Industries (Tool and Die)		
Industrial Supervisor, Prison Industries (Upholstery)	6PIUP	Continuous
Industrial Supervisor, Prison Industries (Wood Products)	6PIWP-01	Continuous
Prison Industries Superintendent I (Wood Products)	6PIWP-02	Continuous
Prison Industries Superintendent II (Wood Products)	6PIWP-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Construction Supervisor I (Correctional Facility)	7PICS-01	Continuous
Construction Supervisor II (Correctional Facility)	9PICS-02	Continuous
Custodian (Correctional Facility)	8PICU-01	Continuous
Lead Custodian (Correctional Facility)	8PICU-02	Continuous
Custodian Supervisor II (Correctional Facility)	8PICU-03	Continuous
Custodian Supervisor III (Correctional Facility)	8PICU-04	Continuous
Equipment Maintenance Supervisor (Correctional Facility)	8PIMS	Continuous
Heavy Equipment Mechanic (Correctional Facility)	7PIEM	Continuous
Heavy Truck Driver (Correctional Facility)	8PITD	Continuous
Industrial Warehouse and Distribution Specialist, Prison Industries	7PIWD-01	Continuous
Industrial Warehouse and Distribution Supervisor, Prison Industries	7PIWD-02	Continuous
Industrial Warehouse and Distribution Manager I, Prison Industries	7PIWD-03	Continuous
Industrial Warehouse and Distribution Manager II, Prison Industries	7PIWD-04	Continuous
Prison Industries Manager (General)	7PIMG	Continuous
Prison Industries Administrator	7PIAD	Continuous
Product Engineering Technician, Prison Industries	7PIPE	Continuous
Products Management Specialist, Prison Industries	7PIPM	Continuous
Quality Control Technician, Prison Industries (Cleaning Products)	7PICP	Continuous
Sales Representative, Prison Industries	7PISR	Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CALPIA Exam Bulletins](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to www.jobs.ca.gov to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at www.cdcr.ca.gov. Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY

<u>TYPE OF EXAMINATION: PROMOTIONAL</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
There are no OPEN examinations at this time.		

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS

As part of the CalHR Decentralized Selection Delegation Agreement, California Prison Industry (CALPIA) has access to all service-wide exams administered by CalHR. To view all available examination bulletins please visit the CalHR website at www.jobs.ca.gov. Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.