EXAM TITLE: INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES
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Department: CALIFORNIA PRISON INDUSTRY AUTHORITY
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EQUAL EMPLOYMENT OPPORTUNITY

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.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

POSITION(S) EXIST IN

California State Prison Corcoran (Corcoran, CA), California Men’s Colony (San Luis Obispo, CA), California Institute for Men (Chino, CA), Folsom State Prison (Represa, CA), and Mule Creek State Prison (Ione, CA).

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

EXAMINATION INFORMATION

This examination consists of Training and Experience Self-Assessment examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

HOW TO APPLY

The Training and Experience examination is available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Self-Assessment examination by clicking the link in the TAKING THE EXAM section of this bulletin.

SALARY RANGE

$4825.00 - $5988.00

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CALPIA Examination Unit at (916) 358-2696 to make specific arrangements.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929  FROM VOICE PHONES: 1-800-735-2922
ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing CALPIA eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after 12 months. The resulting eligibility list will be used to fill vacancies at CALPIA. A departmental OPEN eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION

Under full supervisory level in the Industrial Warehouse series. Incumbents plan, organize and direct staff, using computer operating systems, on the receipt, storage, issuance and shipping of heavy volumes of raw materials, finished goods, and other related products and materials in a CALPIA Warehouse.

The incumbent oversees the general operation of the CALPIA Warehouse which includes warehousing and distributing methods and practices. The position supervises rank and file employees in addition to an inmate crew. Also, the position acts as Systems Administrator for Enterprise Resources Planning System (ERPlx) and the Outbound Logistic Management (OLM) Centralized Logistics Systems. Additional responsibilities include ensuring compliance of the safety program, tool control program, fleet and property management and computer security procedures.

Incumbents are responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation; preventing escapes and injury by these persons to themselves or others or to property; maintaining security of working areas and work materials; and inspecting premises and searching inmates, residents, or patients for contraband, such as weapons and/or illegal drugs.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement as of the date this test is taken.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern, distinguished as “either” I, “or” II, “or” III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, & additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, within the CALPIA.

Or II

Two years of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the CALPIA.

Or III

Three years of experience performing the duties of a class with a level of responsibility equivalent to a Materials and Stores Supervisor I (Correctional Facility) within the CALPIA.

Or IV

Four years of experience in a storeroom or warehouse which must have included or been supplemented by two years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least two years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor II (Correctional Facility).]

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal and real property.
### ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.

### SCOPE OF THE EXAM

#### B. Knowledge of

1. Warehousing and distribution methods and practices, including cycle counting to ensure accurate inventory control.
2. Regulations involved with incoming and outgoing shipments to meet mandated requirements.
3. Various specifications and standards applicable to receipt of raw materials to ensure conformance with laws and regulations.
4. Operation of motorized material-handling equipment, other machinery, materials, processes, tools, and equipment used in warehousing and distribution to apply to work projects and safety procedures.
5. Safety practices and orders, including requirements of hazardous/toxic materials to ensure conformance with laws and regulations and maintain a safe working environment.
6. Principles of personnel management and supervision to maintain a positive and productive work environment.
7. The Department’s Equal Employment Opportunity program objectives to comply with CALPIA’s goals and objectives.
8. A supervisor’s role in the Department Equal Employment Opportunity program objectives to effectively determine and implement appropriate courses of action.
9. Freight rates and classifications to ensure cost effective movement of shipments.
10. Quality standards and control to ensure compliance with CALPIA programs and regulations.
11. Enterprise Resource/distribution planning software to effectively manage warehouse and distribution efforts.
12. Budget preparation and cost control to operate within established budgetary guidelines.
14. Industry warehouse and distribution processes commonly utilized at CALPIA factories and warehouses to effectively manage operations designated at CALPIA locations.
15. Microsoft Office and other tools to provide accurate and timely reporting.
16. Industry standards regarding efficient and safe loading, unloading and transport of goods to ensure safe and timely delivery.

#### B. Ability to:

1. Perform basic computer skills, including document creation, spreadsheets and computer operating systems to ensure efficient record keeping.
2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution to effectively carry out assignments.
3. Instruct and supervise inmates in warehousing and distribution techniques and safety practices to ensure quality control and a safe working environment.
4. Maintain firm, impartial, and consistent discipline to maintain positive and productive relationships.
5. Understand rules, regulations, laws and procedures to ensure regulatory compliance.
6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules to comply with regulatory requirements.
7. Analyze situations accurately and take effective action to provide for efficient prioritization and completion of projects and assignments.
8. Keep records and prepare reports to evaluate and interpret data.
9. Communicate at a level required to ensure a successful job performance.
SCOPE OF THE EXAM (CONT.)

B. Ability to (cont.)

10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending, lift up to 50 pounds and be able to handle emotional and stressful situation to meet mandated job requirements.

11. Instruct and supervise staff, inmates, or residents in warehousing/distribution techniques and safety practices to carry out various work activities.

12. Effectively contribute to the Department’s Equal Employment Opportunity program objectives to maintain a fair and impartial work environment.

13. Serve as lead user of warehouse and distribution software systems at designated CALPIA locations to utilize and provide staff guidance associated with these systems.

14. Act as the lead trainer, including determining training content, materials and format at designated CALPIA locations to provide instruction on warehouse and distribution technology and processes.

15. Serve as lead manager at designated CALPIA locations as primary point of contact for all activities and responsibilities related to warehouse and distribution functions, including but not limited to communications with CALPIA headquarters, institution staff, and on sight CALPIA Administrator to effectively address challenges and manage a dynamic work environment.

16. Effectively communicate with other CALPIA factory and warehouse staff at multiple locations to coordinate and ensure timely delivery of CALPIA products.

17. Coordinate with contracted vendors to support timely delivery of CALPIA products and completed administrative duties related to purchasing and payment of services provided by these vendors.

18. Complete reporting related to operations performance to effectively communicate information to CALPIA management.

19. Make labor and raw material estimates to effectively perform job duties.

TAKING THE EXAM

Click the link below and you will be directed to the Training and Experience Self-Assessment examination, or visit www.calpia.ca.gov. Once you have completed the Training and Experience Self-Assessment examination, you will receive your examination results.

Click here to go to the Training and Experience Self-Assessment examination for Industrial Warehouse and Distribution Manager I, Prison Industries.

VETERANS’ PREFERENCE

Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS’ CREDITS.

CAREER CREDITS

Career Credits will not be added to the final score for this examination, because it is an OPEN examination and therefore does not meet the requirements.

QUESTIONS?

If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.
**CALPIA** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified accordingly.

**Applications are available** at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CALPIA Human Resources, and online at www.calpia.ca.gov.

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

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

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

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

**Veterans’ Preference Credits:** Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an OPEN examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans’ Preference are on the Veterans’ Preference Application (Std. Form 1093), which is available at [http://jobs.ca.gov/Job/VeteransInformation](http://jobs.ca.gov/Job/VeteransInformation), and the Department of Veterans Affairs.

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

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