



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRISON INDUSTRIES SUPERVISOR II	35	G	7.332
PRISON INDUSTRIES SUPERVISOR I	33	G	7.333

SERIES CONCEPT

Prison Industries Supervisors manage, plan, organize and supervise operation(s) of Prison Industries' program(s) and ensure their profitable operation. Examples of prison industry programs include a mattress factory, garment factory, print shop, auto restoration shop, furniture factory, metal fabrication, drapery shop, and ranch operations.

Supervise the performance of prison inmates in performing services or manufacturing goods for sale to other government and private entities to include selection, work assignment, work review, training, and discipline.

Maintain adequate inventory levels of necessary raw materials based upon sales, open orders, delivery schedules, product, vendor and customer history and sales reports.

Review and interpret operational financial statements to make necessary improvements or changes to production processes and ensure profitable and efficient program(s) operation.

Participate in planning and designing new products and services by providing technical expertise regarding cost, efficient material usage, quality standards, and production capabilities; review technical blueprints and specifications to determine component requirements; determine and prepare cost and price estimates for new and existing products.

Expand and maintain customer base by developing and participating in marketing strategies for new and existing products; make telephone calls or on-site visits to potential and current customers to explain and market services and goods available; assist in the preparation of marketing materials such as product samples, brochures, and pamphlets; investigate, review and submit potential bid opportunities; develop and maintain shipping strategies to minimize cost.

Establish work safety and security procedures such as tool and hazardous material control systems to ensure the efficient, secure, and safe operation of the work unit and the security of all inmates in accordance with the American Correctional Association Accreditation requirements and agency policy.

Prepare and maintain accounting records and required reports including, customer billing, supply purchases, shipping receipts, invoicing, profit/loss statements, accounts receivable aging reports and inmate payroll to ensure the accuracy of cost accounting records; monitor and collect past due receivables.

Plan and monitor the manufacturing of goods including developing production schedules, arranging for needed materials and ensuring the proper staffing level; inspect work in progress and finished goods to ensure products are manufactured according to production schedules and quality standards.

Perform related duties as assigned.

CLASS CONCEPTS

Prison Industries Supervisor II: Positions at this level work under the direction of the Deputy Director for Industrial Programs and manage a major production center or multiple production centers, such as print shop, auto restoration, mattress factory, ranch operations, and furniture factories. Incumbents develop operating budgets for production centers by developing sales forecasts, production reports and goals, and projecting costs for upcoming years. They also monitor expenditures and review inventory, costs and production; monitor the cost accounting records on a daily basis to ensure profitable operations; communicate and work with sales staff regarding production demands; resolve customer complaints; prepare status reports on production; resolve operational and production issues; market Prison Industries products and services; and ensure subordinate staff are properly trained.

Incumbents supervise the performance of inmates and subordinate personnel which may include Prison Industries Supervisor I's.

Prison Industries Supervisor I: Positions at this level report to a Prison Industries Supervisor II and oversee day-to-day production activities in assigned industries. Incumbents supervise the performance of prison inmates in manufacturing goods or providing services; monitor work safety and security procedures; and develop production schedules. Incumbents may be assigned to oversee production activities on an evening shift.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Positions in this series may require industry specific education and experience.

PRISON INDUSTRIES SUPERVISOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or closely related field and two years of supervisory experience in a business environment producing manufactured goods or providing services including setting production/work schedules, recordkeeping, and ensuring the availability of required materials, supplies, equipment and tools; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: business management in the areas of planning and scheduling the activities of a factory or service industry; fiscal accountability, particularly in the areas of budget and cost accounting; procurement principles and practices; industry health and safety standards and regulations; and quality assurance procedures. **Ability to:** analyze problems, provide recommendations and initiate effective courses of action; establish and maintain effective and cooperative working relationships with a variety of persons and groups contacted in the course of work; prepare and present oral and written reports; plan and direct the work of subordinate staff; determine training needs and develop or coordinate training programs; ensure compliance with established standards of quality, production schedules and special customer requests; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Prison Industries policies, guidelines, and activities; departmental regulations and applicable statutes; and American Correctional Association Accreditation requirements. **Ability to:** develop and implement cost-effective production schedules and quality assurance programs applicable to the cost center.

MINIMUM QUALIFICATIONS (cont'd)

PRISON INDUSTRIES SUPERVISOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or closely related field and one year of supervisory experience in a business environment producing manufactured goods or providing services including setting production/work schedules, recordkeeping, and ensuring availability of materials and supplies; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience as described above. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: tools, equipment, and work processes applicable to the assigned industry; operation and maintenance of specialized shop or factory equipment used in the assigned industry; applicable health and safety regulations. **General knowledge of:** business principles, practices, and operations such as scheduling and planning production activities; estimating quantities of raw materials, operating supplies, and equipment requirements. **Ability to:** review and interpret financial statements to include profit/loss statements, balance sheets, and cash flow; supervise the activities of workers in a factory, shop, or service environment. **Skill in:** basic mathematical computation sufficient to perform payroll and shop calculations; motivating others to effective action; recordkeeping techniques to sufficiently prepare journal entries and production records; written English sufficient to compose routine business correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State rules and regulations regarding security controls and custody procedures for inmates; State purchasing procedures and guidelines; federal and State rules, regulations and laws regarding the service or manufacturing industry to which assigned; and American Correctional Association Standards applicable to the assigned service or manufacturing industry.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.332</u>	<u>7.333</u>
ESTABLISHED:	12/11/81	2/7/01R 5/25/01UC
REVISED:	01/29/82	
REVISED:	10/25/85	
	05/20/88PC	
REVISED:	12/09/88-3	
REVISED:	10/19/90-3	
REVISED:	07/01/91P	
	11/29/90/PC	
REVISED:	07/01/93P	
	09/24/92PC	
REVISED:	03/22/95UC	
REVISED:	10/19/00UC	
REVISED:	2/7/01R	
REVISED:	5/25/01UC	
REVISED:	9/14/12PC	9/14/12PC