



- Public Service
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#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### CORRECTIONAL TRADES SHOP SUPERVISOR

Code: 500400

Pay Grade: 18 (\$17.84-\$22.62/hr.)

**Open for Recruitment:** June 13, 2016 - Until Canceled

#### JOB DESCRIPTION

This position is structure and craft work involving inmate vocational programs. As a Correctional Trades Shop Supervisor, your work includes developing vocational training programs, teaching inmates trade skills and work methods, directing and assigning inmate work activities, and ensuring proper security procedures are followed. An employee in this classification specializes in a specific trade (e.g. wood shop, machine shop, finishing shop, upholstery/refinishing shop, print shop, safety training). Supervision may be exercised over assistants, instructors, and/or other trades employees.

#### Typical Duties

- Monitors and inspects completed work in order to ensure established quality standards are met.
- Reviews designs for products, makes changes as necessary, and established product standards in order to control design and production.
- Estimates and evaluates special production jobs in order to maintain production schedules and work assignments and provide cost estimates.
- Observes and monitors inmate behavior and takes appropriate action when necessary in order to maintain the safety of staff and inmates, prevent escape, and maintain security.
- Prepares and submits reports on inmate work performance in order to evaluate inmates for increased good time.
- Takes and reviews inmate count in order to make scheduled control reports and to promote prison security.
- Develops training programs in a specific trade in order to provide vocational and rehabilitative opportunities to inmates.
- Instructs, directs, and monitors inmate performance in order to ensure effective development of inmate job skills and work methods.
- Reviews and recommends inmate training and work program assignments in order to provide vocational opportunities and ensure appropriateness of vocational assignments.
- Implements production schedules in order to meet established production timelines.
- Issues and receives inmate passes in order to control inmate movement.
- Develops, monitors, and controls records for material and tool inventories in order to prevent unauthorized access to and ensure availability of materials and tools.
- Adjusts machinery, tools, and equipment; and schedules maintenance or repairs in order to maintain a safe, efficient operating environment and meet production schedules.
- Confers with vendors and vendor representatives regarding their commodities and services, prices, discounts, shipping methods, and changes or cancellations in order to establish and maintain working relationships, exchange information, and ensure requirements are met.

## Correctional Trades Shop Supervisor (500400)

- Prepares daily time sheets and submits weekly payrolls in order to ensure accuracy and timely processing of reports.
- Evaluates assigned subordinate personnel in order to provide guidance and fulfill requirements of the performance evaluation system.
- Investigates and examines all areas of shop in order to prevent the introduction and use of contraband.
- Requisitions stock and issues materials, supplies, and tools; and inspects and evaluates raw materials in order to ensure availability and quality of required items.
- Schedules and arranges delivery of or delivers production items in order to maintain flow of completed products and meet delivery schedules.
- Serves on Disciplinary Board in order to review inmate behavior and provide input on appropriate discipline.

### MINIMUM REQUIREMENTS

In order to qualify you must have, education, training, and/or experience which demonstrates competence in a trade (e.g. wood shop, machine shop, finishing shop, upholstery/refinishing shop, print shop, safety training) to include experience instructing and/or training others.

**\*Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$427.57 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$406.19 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$384.81 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$363.43 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2017

**Value of State's share of Employee's Retirement: 19.92% of pay.**