

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

CORRECTIONAL INDUSTRIES SUPERVISOR ASSISTANT (39004)

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within the Department of Corrections, assists in unit productions, quality assurance, and supervision of offender workers in all phases of a production, processing or service unit.

Typical Work

Assists in the training and supervision of offender workers in the production, processing or service unit. Based on a master schedule; assists in scheduling machinery, materials and workers to meet completion dates;

Operates/maintains all machinery and equipment required to meet production needs; trains offenders workers in operation/maintenance of equipment;

Assists in inventory control, issues & receipts, in accordance with Department policy;

Recommends purchases of raw materials;

Monitors and ensures quality control standards are maintained;

Monitors and ensures that preventative maintenance schedules are followed and assists in training operators in safety and machine operation;

Monitors and ensures compliance with all health, safety and environmental laws;

Ensures proper observation of security requirements; maintains proper tool and material control;

Performs other duties as required.

Desirable Qualifications

Graduation from high school or GED equivalent.

AND

Two years experience in a production, processing or other business operation.

NOTE: Some specialty fields may require certification.

New class (replaces Manufacturing Shop Supervisor Assistant – 70029): 10-14-94
Revised definition, qualifications, salary adjustments, and work period: 9-13-02