

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Prison Shop Foreman

Class Code: 81022
Pay Grade: GG

A. Purpose:

Provides instruction and work direction to inmates assigned to a prison shop that produces a product or service within the correctional facility.

B. Distinguishing Feature:

Prison Shop Foremen are responsible for the productivity, security, and safety of an assigned prison shop or laundry/clothing distribution center by directing the work of inmates; devising production/work schedules; generating production reports; maintaining inventory; ordering materials, supplies, and parts; and selecting and terminating inmates.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Provides work direction to inmate staff to ensure that the objectives of the prison shop or laundry/clothing distribution center are met.
 - a. Interviews and selects inmate workers.
 - b. Maintains and ensures the accuracy of inmate work records used for payroll, parole or classification purposes.
 - c. Recommends termination of inmate workers from the worksite.
2. Instructs and directs inmates in sign fabrication, metal work, printing, clothing manufacturing, mechanical and electrical repair, carpentry, furniture and upholstery manufacturing and repair, welding and vehicle maintenance and repair, book binding and book repair or restoration, Braille materials production, and industrial laundry/clothing distribution center operations to ensure a marketable and profitable product or a cost effective service.
 - a. Monitors the security of an assigned area by accounting for keys, materials, tools, and inmates.
 - b. Creates work schedules to ensure adequate manpower is available to complete required tasks.
 - c. Trains inmates to operate and use trade specific tools and equipment.
 - d. Conducts safety meetings and enforces safety provisions unique to the trade.
 - e. Orders supplies, parts, materials, and equipment and maintains inventory levels sufficient to satisfy needs taking into account available storage and budget.
 - f. Estimates raw material and labor costs for projects.
3. Responsible for quality control of the prison shop or laundry/clothing distribution center to ensure acceptable standards are maintained, waste is minimized and cost constraints are adhered to.
 - a. Assigns tasks to inmates based upon their individual skills to maximize productivity and to ensure quality of the product or service provided.
 - b. Evaluates work in progress and provides instruction and guidance to inmates whose work does not meet standards.

4. Works with vendors to ensure the best clothing, linens, footwear, parts, supplies, and materials are obtained at the lowest price.
 - a. Reviews bid proposals to determine if the vendor's product meets or exceeds established specifications.
 - b. Contacts vendors to resolve problems regarding quality of products or delivery schedules.
 - c. Coordinates with the state purchasing office staff to ensure contracts and selected contractors meet the needs of the shop.
5. Maintains records of supplies purchased, labor costs, and products sold to ensure profitability.
 - a. Devises new methods and procedures to reduce costs while increasing productivity.
 - b. Revises pricing to reflect increased operating costs.
 - c. Evaluates proposals for new products and designs to determine feasibility of production.
6. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a Director, a Production Manager, a Physical Plant Manager II, an Associate Warden, a Deputy Warden and a Warden. Oversees the work of and provides work direction to inmates.

E. Challenges and Problems:

Challenged to maintain the security of materials, supplies, parts, tools, and equipment; and the security and safety of the inmates while simultaneously ensuring the productivity of a prison shop or laundry/clothing distribution center. Also challenged to motivate inmates to comply with quality standards and to teach unskilled inmates a skill and instill a work ethic that they may never have had.

Typical problems include having to stop production because the inmates cannot be left unattended and there is a need to leave the shop area; maintaining a viable work schedule when the work force changes constantly; and ensuring profitability when costs of raw materials and supplies continue to rise.

F. Decision-making Authority:

Sets production schedules; chooses vendors; decides materials, parts, and supplies to order; and what price to place on the products produced.

Decisions referred to a supervisor include development of policy, major equipment purchases, and final budget submissions.

G. Contact with Others:

Daily contact with inmates to direct their work efforts; with correctional facility staff to ensure security of keys, tools, and inmates; with customers to discuss product quality and future requirements; and weekly contact with vendors and suppliers to discuss material requirements.

H. Working Conditions:

Works around a variety of dangerous hand and power tools, equipment, and hazardous materials in the confines of a correctional facility. Oversees the work of inmates who can inflict bodily harm at any time.

I. Knowledge, Skills and Abilities:

Knowledge of:

- Department of Correction's policies and institution operations memoranda and procedures;
- the attitudes, problems, and behavior of incarcerated individuals;
- the methods, procedures, and practices of controlling and supervising inmates;
- vocational/technical instructional methods and techniques;
- computers and computer software;
- the standard practices, methods, tools, and equipment of production for a specific prison shop or laundry/clothing distribution center.

Ability to:

- interpret and apply department policies and institution operations memoranda and procedures;
- communicate and document information logically, accurately, and concisely;
- make proper responses to safety and security problems, and remain calm during stressful situations;
- supervise all operations of a specific prison shop or laundry/clothing distribution center;
- train inmates to use trade specific tools, equipment and materials;
- enter data into a computer database;
- establish and maintain effective working relationships with inmates, correctional personnel, and representatives of public and private agencies.