

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**INDUSTRIES PRODUCTION LEADER**

**JOB DESCRIPTION**

Employees in this job train and direct prisoners in Michigan State Industries' (MSI) factory/plant production or service operations. MSI operations vary and include the manufacture of shoes, textiles, garments, license plates, signs, prints and graphics, janitorial products, dental prosthetics, optical devices, mattresses, vinyl products, and laundry service.

**Position Code Title - Industries Production Leader-E**

Industries Production Leader 8

This is the entry level. The employee performs a range of industries production leader assignments while learning the methods of the work.

Industries Production Leader 9

This is the intermediate level. The employee performs an expanding range of industries production leader assignments in a developing capacity.

Industries Production Leader E10

This is the experienced level. The employee performs a full range of industry production leader assignments and uses independent judgment to make decisions in specific work situations.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Oversees prison plant production or service operation activities in a specific industry.

Develops and maintains a prisoner training program.

Assists in designing and developing new products and procedures.

Selects the kind, grade, and quality of materials to be used.

Maintains control of tools and materials in accordance with standards and policies.

Orders, receives, and disburses supplies and materials.

Maintains a production schedule supplied by the plant manager.

Maintains and prepares records and reports.

Directs the use, maintenance, and adjustment of machinery.

Inspects finished goods for uniformity and compliance with specifications.

Oversees the unloading, wrapping, crating, shipping, and billing of goods.

Prevents waste and controls costs.

Reads and interprets blueprints and schematics of production equipment and items to be manufactured.

Works with the custody staff in providing security and supervision of prisoners in the plant during mobilizations or prisoner movements.

Interviews, directs, and documents prisoners' work performance.

Trains and supervises prisoners in use of industry software.

Monitors and maintains a safe work environment and ensures appropriate relations in the factory.

Performs related work and other tasks as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of plant layouts.

Knowledge of manufacturing methods, practices, and technical processes for the goods produced or service provided.

Knowledge of methods of maintaining efficient production.

Knowledge of standards of operations.

Knowledge of inspection methods.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of departmental rules, regulations, policies, and procedures.

Ability to direct and instruct prisoners and evaluate work performance.

Ability to direct machine setup and operation.

Ability to read and understand blueprints and product specifications.

Ability to monitor and maintain quality of products and services.

Ability to monitor and ensure the proper use of implements and materials.

Ability to organize workers and materials for assigned work.

Ability to maintain composure during stressful situations.

Ability to maintain proper safety conditions.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

### **Working Conditions**

Some jobs require an employee to be exposed to hazardous work environments.

Jobs are located in a correctional facility and require direct contact with prisoners.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties may require an employee to lift and/or move heavy objects.

## **Education**

Education typically acquired through completion of high school.

## **Experience**

### **Industries Production Leader 8**

One year of specific industry production or service experience.

### **Industries Production Leader 9**

Two years of specific industry production or service experience; or, one year of experience equivalent to an Industries Production Leader in the specific industry.

### **Industries Production Leader E10**

Three years of specific industry production or service experience including one year of supervisory experience; or, one year of experience equivalent to an Industries Production Leader 9 in the specific industry.

## **Alternate Education and Experience**

### **Industries Production Leader 8**

One year of experience that involves direct supervision of offenders and six months experience in the specific production/manufacturing or service industry.

OR

One year of experience that involves direct supervision of offenders and one year experience in any production/manufacturing industry.

OR

Two years of experience in any production/manufacturing industry.

## **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

All positions are assigned subclass codes. Individuals appointed to positions with subclass codes must possess the required specialized experience, training, or license. Subclass code definitions and requirements are maintained by Civil Service.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

INDPROLDR

### **Job Code Description**

INDUSTRIES PRODUCTION LEADER

### **Position Title**

Industries Production Leader-E

### **Position Code**

INDPLDRE

### **Pay Schedule**

A31-014

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10/29/2023