

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**INDUSTRIES PRODUCTION LEADER**

**JOB DESCRIPTION**

Employees in this job train and direct prisoners in factory/plant production or service operations within Michigan State Industries (MSI) in the Department of Corrections. MSI operations and industries vary and may include the manufacture of shoes, textiles, garments, license plates, signs, prints and graphics, janitorial products, dental prosthetics, optical devices, mattresses, vinyl products, meat and dairy processing, laundry service, and furniture recycling and reclamation. The employee has responsibility for training, evaluating, and overseeing prisoners' work and performance in the specific industry or service operation, and assisting custody staff in providing proper security and supervision in the factories.

There are three classifications in this job.

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

**Industries Production Leader 8**

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

**Industries Production Leader 9**

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing an expanding range of industries production assignments.

**Industries Production Leader E10**

This is the experienced level. The employee performs a full range of assignments using considerable independent judgment to make decisions necessary for the efficient production of a specific commodity or service.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the 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 training program for prisoners in factory production.

Assists in the design and development of new products and procedures.

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

Maintains control of critical implements and materials in accordance with standards and policies.

Orders, receives, and disburses supplies and materials according to prescribed procedures.

Maintains a production schedule supplied by the plant manager.

Maintains records and prepares 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 proper security and supervision in the plant.

Interviews, directs, and documents prisoners' work performance.

Monitors and maintains a healthy and safe work environment.

Maintains harmonious relations in the factory.

Performs related work 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 and practices for the goods being made or service being provided.

Knowledge of methods of maintaining efficient production.

Knowledge of standards of operations.

Knowledge of inspection methods.

Knowledge of occupational hazards and safety precautions.

Knowledge of federal and state health and sanitation standards, freezer and cooler temperature control, and cleanliness in the care of meats, and/or raw and processed dairy and juice products, and the work area.

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

Knowledge of basic interpersonal problem resolution techniques.

Ability to direct and instruct prisoners.

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 evaluate and counsel prisoners as to their capabilities.

Ability to maintain composure during stressful situations.

Ability to maintain proper health and safety conditions.

Ability to communicate effectively, both verbally and in writing.

Ability to maintain records and prepare reports

## **Working Conditions**

Some jobs require an employee to be exposed to potentially 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 Department of Corrections' prisoners and six months experience assisting in the specific production or service 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.

Applicants for the Industries Production Leader 8, 9 and E10 classifications will be considered for appointment to positions in a specific industry based on relevant experience.

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 published on the Civil Service web site.

Some positions within this job are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated State vehicle.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**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

JZ

06/24/2016