

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

**CLASSIFICATION SERIES:**

Penal Workshop

**SERIES NO.:**

4655

**MAJOR AGENCIES:**

Rehabilitation and Correction

**EFFECTIVE DATE:**

04/02/2006

**SERIES PURPOSE:**

The purpose of the penal workshop occupation is to direct work of inmates for rehabilitation & correction penal industries.

At the lower levels, incumbents oversee work of inmates engaged in service delivery or manufacturing of penal industry products or quality control of finished products. At the higher levels, incumbents supervise or manage penal industry operations.

**CLASS TITLE**

Penal Workshop Specialist

**CLASS NUMBER**

46551

**PAY RANGE**

28

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The first full performance level class works under direction & requires considerable knowledge of penal workshop operating policies & procedures & skill in operation of tools & equipment of particular assigned area in order to oversee work of inmates assigned to penal workshop or in carrying out service delivery.

**CLASS TITLE**

Penal Workshop Quality Control Specialist

**CLASS NUMBER**

46552

**PAY RANGE**

29

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The second full performance level class works under direction & requires considerable knowledge of inventory & production quality control standards & penal workshop operating policies & procedures in order to plan, implement & monitor penal industry quality control programs.

**CLASS TITLE**

Penal Workshop Superintendent

**CLASS NUMBER**

46555

**PAY RANGE**

09

**EFFECTIVE**

04/02/2006

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of penal industries' policies & procedures & industrial or workshop production techniques in order to supervise penal workshop personnel in assigned workshop.

**CLASS TITLE**

Penal Industries Manager 1

**CLASS NUMBER**

46556

**PAY RANGE**

11

**EFFECTIVE**

06/18/2000

**CLASS CONCEPT:**

The first management level class works under general direction & requires thorough knowledge of penal industries' policies & procedures & management in order to plan, direct & manage daily operations of assigned penal industries shop & formulate & implement penal industries shop policy, or do all of preceding & supervise assigned staff.

**CLASS TITLE**

Penal Industries Manager 2

**CLASS NUMBER**

46557

**PAY RANGE**

12

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The second management level class works under administrative direction & requires extensive knowledge of penal industries' policies & procedures & management in order to manage agency-wide penal industry programs or manage operations of multiple penal industry areas & with either option supervise penal workshop supervisory personnel.

**CLASS TITLE**

Penal Industries Manager 3

**CLASS NUMBER**

46558

**PAY RANGE**

14

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The third management level class works under administrative direction & requires extensive knowledge of penal industries' policies & procedures & management in order to plan, direct & manage all production & manufacturing operations for all institutions or direct all fiscal operations or direct all marketing & sales operations for penal industries & with any option supervise assigned subordinate sales managers or clerical & fiscal support or Penal Industry Manager 2.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Workshop Specialist	46551	06	01/09/2005	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Oversees work of inmates assigned to penal workshop (e.g., printing, furniture, clothing, sheet metal, paint) or engaged in service delivery (e.g., asbestos removal; assembly & repair of OPI products at customer's location; assembly of modular furniture at customer's location), provides security & custody of inmates, trains inmates in proper work methods, equipment operation &/or safety practices, assigns & reviews work, ensures quality control of products/service delivery, evaluates work of & assigns specific job functions to inmates & prepares & maintains records & reports of workshop activities/service delivery.

Orders &/or maintains stock, materials & tools; oversees equipment maintenance &/or workshop cleaning; escorts &/or transports inmates; oversees shipping, receiving, storage &/or inventory of products & materials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of penal workshop operating policies & procedures\*; craft or trade in particular assigned area (e.g., sewing, metal work, carpentry); fractions, decimals, percentages; employee training & development. Skill in operation of hand & power tools & equipment (e.g., drill press, bindery equipment, sewing machine) of particular assigned area. Ability to understand system of mechanical or other specialized procedures; communicate verbally regarding mechanical or non-mechanical matters; stand, walk or bend continuously; move limbs/fingers easily to operate equipment or use tools.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes fractions, decimals & percentages; 18 mos. trg. or 18 mos. exp. in craft or trade (e.g., sewing, metal work, carpentry) & in operation of hand & power tools & equipment (e.g., drill press, bindery equipment, sewing machine) of particular assigned area; 3 mos. trg. or 3 mos. exp. in employee training & development.

-Or, for positions assigned to asbestos abatement program, successful completion of the following courses: asbestos building inspection initial course, asbestos management planner initial course & asbestos abatement project supervisor initial course per EPA regulations Asbestos Hazard Emergency Response Act (i.e., AHERA), CRF763 Sub Part E.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

For positions assigned to asbestos abatement program, must obtain & maintain current licensure as asbestos hazard abatement specialist as issued by Ohio Department of Health per Ohio Revised Code (i.e., ORC) 3710. Must pass physical examination & annual physical examination (i.e., cost of physical examination incurred by employer) thereafter per ORC 3710.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be exposed to constant noise from equipment or power tools; may be exposed to dirt, dust, paint fumes & other unpleasant conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Workshop Quality Control Specialist	46552	06	03/26/1990	29

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, implements & monitors penal industry quality control program at assigned institution (e.g., inspects completed product to assure all items produced meet established standards & specifications; develops quality control techniques specific to items produced in shops at assigned institution; maintains close check on quality control inspection system & installs, adapts &/or recommends revisions of quality control procedures &/or programs; makes decision to stop production if quality control standards & specifications for completed products are not met; participates in development of quality control systems & plans for penal industries' shops at assigned institution; trains inmates assigned to shops in quality control procedures) & oversees work of inmates involved in quality control review activities.

Prepares & maintains quality control records & reports; maintains security & safety standards; resolves disputed quality problems between inmates & staff; monitors inmate work attendance; assists in assigning inmates to particular workshop.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of rehabilitation & corrections policies & procedures relating to Ohio Penal Industries\*; inventory & production quality control; penal workshop operating production techniques; employee training & development. Ability to apply principles to solve practical everyday problems; communicate verbally in training classes; stand, walk or bend continuously.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in industrial or workshop production & quality control techniques.

-Or 24 mos. exp. working in industrial or workshop production facility.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be exposed to constant noise from equipment or power tools.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Workshop Superintendent	46555	EX	04/02/2006	09

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises penal workshop specialists or other personnel in assigned workshop (e.g., printing, furniture, clothing, sheet metal, paint), assigns, schedules & reviews work, determines priorities on production schedules, trains specialists &/or inmates in proper work methods, equipment operation &/or safety practices, evaluates production methods & implements changes to improve efficiency, oversees security & control of inmates, inspects completed products, oversees quality control functions & develops & enforces workshop policies & procedures.

Oversees inventory control activities; oversees preparation & maintenance of records & reports; writes purchase orders & checks prices for non-contract items; issues tools &/or materials to inmates for use in workshop; reads equipment & safety manuals; counsels inmates regarding unacceptable work methods or habits or to resolve problems; reads blueprints; investigates accidents; participates in inmate assignments, promotions, demotions or removals; performs supervision of workshop activities in absence of specialist.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of rehabilitation & corrections policies & procedures relating to Ohio Penal Industries; security measures & safety practices associated with assigned production area; industrial or workshop production techniques; inventory & production quality control; supervisory principles/techniques\*; employee training & development. Ability to understand system of mechanical or other specialized procedures; communicate verbally regarding mechanical or non-mechanical matters; stand, walk or bend for more than four hours.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in craft or trade & operation of hand & power tools & equipment for assigned penal workshop operation; 12 mos. trg. or 12 mos. exp. in supervisory capacity; 6 mos. trg. or 6 mos. exp. in inventory & production quality control; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be exposed to constant noise from equipment or power tools; may be exposed to dirt, dust, paint fumes & other unpleasant conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Industries Manager 1	46556	EX	06/18/2000	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Implements & revises policy & procedures to comply with institutional or departmental policy & procedures to maintain security, discipline & control in assigned penal industries shop, writes post orders, directs & manages daily operations of assigned penal industries shop (e.g., schedules production to floor & to specific job operations; directs & oversees all changes in blueprints & engraving changes; reroutes jobs to specific areas or machines & operators to avoid bottlenecks; makes necessary priority changes to meet changes in production; directs all production changes necessary to meet institutional demands that result from lock-downs, fog counts & holiday schedules; schedules & approves overtime; creates bill of materials & routing procedures for all standard & non-standard items; oversees & directs design & when doing new prototypes, & new/updated cost sheets; reviews & approves all documents related to work status of inmates assigned to workshop; reviews & approves disciplinary & incident reports), & implements & directs training of staff & inmate workers assigned to penal industries shop;

OR

Does all of preceding & supervises penal workshop specialists &/or penal workshop superintendents.

Directs & maintains use of &/or operates in-house computer system (e.g., posts customers orders, job materials & labor, inventory receipts, & issues); ensures maintenance of accurate inventories; schedules warehouse transfers & trucking; monitors all transactions for packing slips, bills of ladings & invoices for Ohio Penal Industries & private freight carriers.

Meets with customers for potential special projects related production orders (e.g., special sizes, color & configurations); manages & directs special projects (e.g., enters job estimates; makes necessary changes in floor production to accommodate special projects; enters job estimates).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; inventory control; management; workforce planning\*; employee training & development\*; supervisory principles & practices; safety practices\*; public/customer relations\*; penal industries & departmental policies concerning penal security; discipline & control;\* drafting blueprints & specifications. Skill in use of personal computer; use of manufacturing equipment\*. Ability to deal with many variables & determine specific action related to manufacturing production; calculate cost estimates for production jobs & materials involving fractions, decimals & percentages; originate instructions & specifications concerning use of equipment; develop good rapport with inmate workers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. trg. &/or 3 yrs. exp. in supervisory or crew leader capacity in manufacturing environment with responsibility for calculating cost of equipment & supplies for production jobs, drafting &/or modifying or reading blueprints & specifications, & familiarity with different manufacturing equipment & tools; 9 mos. trg. or 9 mos. exp. in use of personal computer to track inventory &/or customer orders.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be exposed to constant noise from equipment or power tools; may be exposed to dirt, dust, paint fumes & other unpleasant conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Industries Manager 2	46557	EX	06/22/1990	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In central office location, assists in managing projects during design, construction & production scheduling & assists in making adjustments through production methods, equipment & procedures; or plans, directs & coordinates statewide operations of all warehouses for Ohio Penal Industries to include direct supervision of subordinate penal industries personnel & inmates & maintaining stock & inventory control; or is responsible for materials management for Ohio Penal Industries (i.e., budgets & monitors expenditures for supplies, services, equipment & raw materials needed to support OPI sales; establishes inventory levels of raw materials & supplies used in manufacturing) & directly supervises subordinate penal workshop supervisory personnel.

OR

In assigned adult correctional facility, directs operations of multiple penal industries, monitors production & production scheduling, assists in making adjustments in production methods, equipment & procedures & supervises penal industries supervisory personnel.

Acts as technical advisor to central office or residential facility staff; coordinates activities & special projects; maintains liaison activities with staff of other departments &/or agencies.

Prepares schedules & reports; participates in inventory & cost control; monitors safety & training programs & maintains files.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of rehabilitation & correction policies & procedures relating to Ohio Penal Industries; management; supervisory principles/techniques; graphic art or manufacturing & repair of furniture or needle trades or other assigned penal industry area; fiscal control activities; business principles & practices; inventory & production quality control. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

4 yrs. trg. or 4 yrs. exp. in manufacturing or retailing or penal industries or business; 2 yrs. exp. in supervisory, managerial or administrative capacity; 2 yrs. exp. in inventory & production quality control; 6 mos. exp. in fiscal control activities.

-Or 1 yr. exp. as Penal Industries Manager 1, 46556.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be periodically exposed to constant noise from equipment or power tools.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Industries Manager 3	46558	EX	06/22/1990	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, directs & coordinates production & manufacturing operations for all Ohio Penal Industries shops & factories; or organizes, coordinates & directs all business & fiscal operations affecting every penal industries shop & factory; or plans, directs & coordinates marketing, sales & customer service & in addition to each of preceding options, supervises assigned subordinate sales managers or clerical & fiscal support or Penal Industry Manager 2, evaluates operations & programs, participates in formulation of system-wide policies, procedures & programs & assists in budget preparation & administration.

Represents deputy director at meetings & conferences pertaining to Ohio Penal Industries; conducts staff meetings; provides information on Ohio Penal Industries programs to government officials, general public & private industry; prepares correspondence, reports & policy statements.

Coordinates support functions (e.g., fiscal, marketing, sales & customer service, personnel selection & training) within assigned statewide operation of Ohio Penal Industries.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of rehabilitation & correction policies & procedures relating to Ohio Penal Industries; management; supervisory principles/techniques; manufacturing/retailing; fiscal control activities; business principles & practices; inventory & production quality control. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

5 yrs. trg. or 5 yrs. exp. in manufacturing or retailing or penal industries or business; 3 yrs. exp. in supervisory, managerial or administrative capacity; 3 yrs. exp. in inventory & production quality control; 1 yr. exp. in fiscal control activities.

-Or 1 yr. exp. as Penal Industries Manager 2, 46557.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.