

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7928500

Correctional Industries Shipping Supervisor, Grade 25

Brief Description of Class

The Correctional Industries Shipping Supervisor is responsible for shipping, warehousing, inventory management, and related activities for Correctional Industries products. The incumbent provides direction and supervision for Correctional Industries shipping, warehousing, and inventory management activities; maintains responsibility for equipment maintenance and repair; and is responsible for personnel, labor relations, and administrative activities.

This position is classified in the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Correctional Industries Shipping Supervisor: single position class; responsible for shipping, warehousing, inventory management, and related activities for Corcraft products.

Related Classes

Manager Correctional Industries Recycling provides oversight of the waste recycling and composting operations which serve correctional facilities across the state.

Quality Control Supervisors within DOCCS develop a quality control master plan for the facility; inspect the assembly process; and develop a curriculum designed to instruct incarcerated individuals in quality control methods.

Tractor Trailer Dispatchers supervise and dispatch Tractor Trailer Operators throughout the State.

Illustrative Duties

Oversees and directs Corcraft shipping activities.

- Reviews and approves weekly work schedule for Central Office Truck Drivers and Laborers.
- Inspects Truck Drivers daily logs and investigate discrepancies.
- Interviews candidates and recommends individuals for appointment.
- Assists in developing annual objectives for staff; monitors quarterly performance against those objectives.
- Supervises contact with customers in scheduling delivery of Corcraft products.

Ensures that incarcerated employees receive proper training in warehouse procedures and in the operation of all warehouse equipment

Supervises subordinate staff.

- Provides supervision, guidance, and oversight to subordinate staff, and intervenes and resolves problems as necessary.
- Determines and oversees staff assignments.
- Approves leave and tracks time and attendance.
- Reviews, monitors, and evaluates staff performance.
- Completes performance evaluations.
- Identifies training needs and arranges for provision of training.
- Manages and directs program activities by setting priorities and deadlines.

Provides customer service.

- Deals directly with customers to schedule large, complex shipments.
- Personally, handles customer complaints that could not be resolved at a lower level.
- Reviews and resolves inventory discrepancies.

Makes recommendations to Assistant Director and develops contingency plans to deal with various types of delivery or warehousing problems.

- Recommends changes in the distribution of staff and fleet to accommodate changes in the volume or complexity of shipping activities.
- Recommends changes in warehouse space through the rearrangement of existing products to maximize space, installation of racking for storage; or increase of rental space.

Prepares reports and other documents.

- Provides invoices for accounts receivable in the case of a special order.
- Provides routine reports to the Assistant Director regarding daily, weekly, and monthly shipping volume and warehouse activities.
- Prepares an annual budget request for distribution and warehousing activities, including estimates of personnel requirements, vehicle requirements, and warehouse space requirements.
- Periodically prepares cost estimates for private contractor deliveries vs. the cost of providing these services with Corcraft personnel to ensure Corcraft remains competitive.

Establishes a preventive maintenance schedule for all owned and leased equipment, e.g., tractors and vans and other warehouse equipment.

- Coordinates and schedules repairs with the repair coordinator.
- Reviews and approves for payment invoices for fleet rental, fleet repair, and diesel fuel.

Minimum Qualifications

Open Competitive: eight years of work experience in a warehouse consisting of at least 50,000 square feet or in a specialized section of a warehouse of at least 100,000 square feet, where you handled at least 30 specific product items. Two years of this experience must have been as a warehouse supervisor of which one year of this supervisory experience must have involved the receipt and shipment of products and the maintenance of at least 10 tractors and 100 trailers. An associate's degree may substitute for two years of the non-supervisory experience; or a bachelor's degree may substitute for four years of the non-supervisory experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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