

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

Classification Standard

Occ. Code 7944100

Industrial Training Supervisor 1, Grade 13	7944100
Industrial Training Supervisor 1 (Recycling), Grade 13	7945000
Industrial Training Supervisor 2 (various parenthetics), Grade 15	79465XX
Industrial Training Supervisor 3 (various parenthetics), Grade 16	79466XX

Brief Description of Class Series

Industrial Training Supervisors oversee operations in a specialized area of manufacturing, production, or industrial service, as indicated by the parenthetic title assigned to each position, and train and supervise correctional facility incarcerated individuals assigned to that specialized area. They are classified only in industrial programs at the industrial operations of the Department of Corrections and Community Supervision (DOCCS), known currently as "DOCCS Industries," under the brand name of "Corcraft."

Distinguishing Characteristics

Industrial Training Supervisors supervise and train incarcerated individuals in the course of providing manufacturing, production, or industrial service operations. All positions are classified within a parenthetic title indicating the specialization. Parenthetic classes are assigned to a certain level based on the levels of discretion and specialization determined to be required for each area. The first numbered level is a career ladder title leading to the second and third levels of the series. A list of the parenthetic classes is attached to the end of this document.

Related Classes

General Industrial Training Supervisors supervise a group of Industrial Training Supervisors and incarcerated individual workers; plan, schedule, and coordinate manufacturing operations for their staff; implement changes in manufacturing operations; and prepare a variety of reports and records.

Industrial Superintendents manage all manufacturing operations for a correctional facility.

Illustrative Duties

Incumbents at all levels and within all parentheses perform similar duties. The first level is a career ladder title leading to the appropriate parenthesis of the two numbered levels, after one year of service, without further examination. The Recycling parenthesis performs similar duties over recycling operations, exists only at the first level of the series, and is not led to by the career ladder title.

Trains incarcerated individuals to work within the operation.

- Explains work requirements, shop and departmental rules, safety practices, and general production and behavioral expectations.
- Provides orientation.
- As needed for the work, determines, demonstrates, and explains the proper, safe, and efficient identification, use, grading, sorting, and/or maintenance of equipment, tools, and materials, as appropriate for the specific operation at issue.
- Observes work in progress to assure that incarcerated individuals are performing the work correctly and are meeting acceptable quality and production standards.

Plans and supervises the process of producing manufacturing goods, providing industrial services, or performing similar sorts of industrial operation.

Schedules production and incarcerated individual assignments to meet production goals and deadlines.

Supervises incarcerated individuals in performing their work activities and in assuring acceptable behavior.

- Verifies incarcerated individual attendance and location.
- Assigns and reassigns incarcerated individuals as needed to meet production needs.
- Evaluates and counsels incarcerated individuals.
- Assists Correction Officers in maintaining security and safety.
- Checks cleanliness of work areas.
- Supervises incarcerated individuals in maintaining work areas.

Determines inventory, equipment, and material needs for production goals.

Orders and restocks inventory.

Tracks movement of product or provision of service from start to finish.

Signs out and secures all tools and materials needed and account for all issues.
Maintains and repairs equipment.

- Establishes maintenance and repair schedules for all equipment.
- Arranges downtime to meet schedules.
- Calibrates and adjusts equipment to meet manufacturer specifications.

Recommends changes in equipment, methods, and production standards.

Prepares a variety of reports and records, such as performance and behavior reports, production records, injury reports, attendance records, tool and material inventory, purchase orders, and incarcerated individual payroll.

Minimum Qualifications

Industrial Training Supervisor 1

Open Competitive: High School diploma, or equivalent, and three years of manufacturing experience, and one year of supervisory experience. After one year of service, incumbents are advanced to Industrial Training Supervisor 2 or 3 (various parenthetics), depending upon the individual position at issue, without further examination, or are terminated from employment.

Industrial Training Supervisor 1 (Recycling)

Open Competitive: High School diploma, or equivalent, and two years of experience in a large-scale recycling operation, and two years of supervisory experience.

Industrial Training Supervisor 2 and 3

Promotion: one year of permanent competitive service as an Industrial Training Supervisor 1.

Open Competitive: High School diploma, or equivalent, and five years of experience in a manufacturing process of trade of which at least one year must have been directly related to the specialty associated with the parenthetic, and three years of supervisory experience.

*Industrial Training Supervisor 2 (Abatement) requires that incumbents possess a current New York State Department of Labor license as an Asbestos Supervisor, or both Asbestos Handler and Asbestos Contractor licenses.

Attachment

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 12/2022

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Parenthetical Attachment

Listed below are parenthetical titles for the series:

Industrial Training Supervisor 1

- This is a general career ladder title leading to any parenthetical within the second and third levels of the series. There are no specific parentheticals for this career ladder title.

Industrial Training Supervisor 1

- Recycling

Industrial Training Supervisor 2

- Abatement
- Construction
- Drafting
- Foundry
- Garment Manufacturing
- Maintenance Machinery
- Mattress Manufacturing
- Metal Products Manufacturing
- Printing
- Sign Manufacturing
- Soap Manufacturing
- Upholstery
- Wood Products Manufacturing

Industrial Training Supervisor 3

- Optical Manufacturing
- Tool and Die