

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

Classification Standard

Occ. Code 7925900

Director Correctional Industries & Industrial Training, M-5

Brief Description of Class

The Director Correctional Industries & Industrial Training directs the activities and administration of manufacturing plants at correctional facilities and multi-facility recycling, construction and asbestos operations. The incumbent ensures that the facility's operational practices conform to policy guidelines developed by the New York State Department of Corrections and Community Supervision (DOCCS), the New York State Public Governance Laws and legislative oversight.

This position is classified in DOCCS.

Distinguishing Characteristics

Director Correctional Industries & Industrial Training: single position class; non-competitive jurisdictional class; directs and manages the operations of New York State's Correctional Industries Programs; recommends program policy changes and implements facility operational changes to the Deputy Commissioner or their designee.

Illustrative Duties

Administers marketing and sales programs for existing and new products at Correctional Industries.

- Coordinates Department programs with facility manufacturing operations. Ensures that Correctional Industries do not compete with other New York State manufacturers or preferred vendors, i.e., for the blind and handicapped.
- Receives staff and incarcerated individuals requests for special projects and makes the final determination on staff and incarcerated individual assignments and project starts.
- Reviews project plans and schedules for all industrial activities and special projects.

- Reviews all preliminary reports and based on report information, makes operational changes in industrial production at facilities.
- Sets operational standards for that Division and ensures that all standards are carried out in accordance with design.
- Reviews and approves the Division's overall long range and short range sales and marketing plans. Together with the Assistant Director of Marketing and Sales, develops marketing policy and procedures. Ensures that all marketing is in accordance with existing rules and regulations.
- Works with DOCCS' Counsel's Office to develop appropriate legislation allowing sales expansion.
- Defends the Division against charges of improper practices.
- Analyzes marketing shortfalls and develops methodologies to restore sales revenues to meet or exceed customer order forecasts.
- Approves discrete customer policy concerning discounts, returns, allowances and releases from purchase requirements based on overall Division policy.
- Coordinates the sales and marketing plans with the Operations, Administration and New Business Development Units to ensure appropriate coordination and timeliness of activities.
- Surveys customers and prison industries in other states and Federal government to determine the effectiveness of products and sales techniques available to other programs. Based on these contacts, may direct the introduction of new products or services.
- Annually reviews the sales and profitability of all existing Division of Correctional Industries' products and recommends products for updated or phased out when there is insufficient sales interest or profitability.
- Reviews employees contact with private sector employees, both in person and at trade shows, to ensure the agency obtains information on marketing trends and maintains sales contacts.

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.

Oversees the operations unit production control, quality control, and engineering functions; coordinates the purchasing and manufacturing activities of these units with the other major units within the Division of Correctional Industries. Coordinates with DOCCS units.

- Assists the Assistant Director in developing firm policies for all operational units. Approves operational policy and ensures that this policy is sufficient to set procedures for staff at the operations unit and staff within the manufacturing operations of the Department's correctional facilities.
- Reviews and approves the annual production schedule. Reviews and approves all production schedule changes. Directs all increases or reduction in manufacturing of specific items based on their profitability and sales potential.
- Resolves complex facility industrial operational problems and/or security problems with facility Superintendents, Industrial Superintendents or with appropriate central office staff (Assistant Commissioner for Security. etc.).
- Directly supervises the Assistant Director of Correctional Industries and indirectly supervises all central office support staff.
- Chairs the Quality Assurance Committee. Receives regular updates on major production bottle-necks and production consistency issues.
- Reviews quality problems with appropriate personnel; i.e., production staff, purchasing staff, delivery staff, engineering staff, industrial facilities staff, material suppliers, customers, etc.; to determine the cause of production problems and develop solutions.
- Works with the Division of Facility Planning and Office of General Services to ensure that space assigned to correctional industries is sufficient for the needs of the program.

- During facility remodeling or construction, ensures the facility design meets the specific needs of Correctional Industries, i.e., overall size, floor bearing loads, utilities etc., required.
- Ensures appropriate space is available for the storage of raw materials and finished product needed in the industrial process.
- Develops and implements a plan to manage wastes and environmental hazards at facility correction industries.

Oversees and reviews operations fiscal controls and sets annual budget request priorities.

- Reviews and approves the Division's customer orders forecast which is used annually as the basis for the entire Division's budget request and financial plan.
- Reviews the Correctional Industries budget requests and financial plan.
- Reviews all financial reports including accounts receivable and cash flow reports.
- Meets with appropriate CPA staff to ensure proper audits of production, fiscal accounting, and marketing units.
- Implements, when necessary, fiscal policy changes.
- Establishes overall policy controls for development and internal use of management information services.
- Reviews and approves annual work plan for production and support service units.

Oversees Correctional Industries training programs and coordinates with various outside groups providing training and certification for various vocational skills.

- Ensures operation staffs and unit facility staffs have sufficient numbers and have the necessary training needed to provide incarcerated individuals with the necessary skills to effectively conduct ongoing industrial production activities and services.
- Reviews proposed training program methodologies.
- Works with Vocational Instructors to ensure vocational training programs are developed in sufficient numbers for production units that require these skills.
- Negotiates appropriate qualifications and criterion with Correction Officers Unions for members applying for available Correctional Industries appointments.

- Establishes Training Program Policies for Correctional Industries.
- Approves or disapproves training programs recommended by subordinates.
- Requests necessary training programs from other State agencies and outside community sources.
- Works with the Division of Occupational Training to develop programs to provide incarcerated individuals with necessary vocational skills during their Correctional Industries activities.
- Works with the Division of Classification and Movement to identified suitable correctional incarcerated individuals for Correctional Industries. Specifically targets incarcerated individuals with hard-to-find skills.

Minimum Qualifications

Non-competitive: three years of permanent service in a position at DOCCS, one year of which must have been in a position allocated to M-2 or higher; or a bachelor's degree and ten years of administrative experience in a business, five years of which must include experience at the management level with an annual budget of \$2 million.

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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