

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

Classification Standard

Occ. Code 7925850

Assistant Director Correctional Industries Operations, M-3

Brief Description of Class

The Assistant Director Correctional Industries Operations is responsible for all manufacturing within the Division of Correctional Industries Program. The incumbent directly supervises the Production Planning and Control Manager, Correctional Industries Manufacturing Engineers, Quality Control Supervisors, Supervisor Correctional Industries Purchasing, and Industrial Superintendents concerning industries operations.

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

Distinguishing Characteristics

Assistant Director Correctional Industries Operations: single position class; responsible for all manufacturing programs in the Correctional Industries Program (Corcraft) within the Division of Correctional Industries.

Related Classes

Assistant Director Correctional Industries Management is responsible for all budgeting, fiscal, cost accounting, general ledger accounting, shipping, and warehousing, and personnel and labor relations activities within the Correctional Industries Program (Corcraft).

Deputy Director Correctional Industries Marketing and Sales is responsible for the overall sales, marketing, customer services and installation and repair activities within the Correctional Industries Program.

Illustrative Duties

Coordinates all aspects of manufacturing regarding the Correctional Industries Program (Corcraft).

- Provides technical and consultative services to the operating heads of correction facility industry units.
- Inspects correction facility shops, makes recommendations on machinery, layout, and methods to increase production and improve the quality of goods produced.
- Investigates methods of manufacture of similar goods in private industry and the types of modern machinery utilized.
- Visits State and government agencies and institutions to promote sales and acceptance of correctional facility products.
- Conducts studies and research to develop new items for manufacture and to adapt the latest manufacturing processes and techniques to prison industries operations.

Performs the day-to-day administrative activities necessary for the operation of the Division, including coordinating routine personnel matters such as evaluations, overtime requests, maintaining the Division's roster, and temporary service assignments.

- Assists the Director in developing management plans to measure the operational productivity of the Division and in identifying strengths and weaknesses in existing procedures; assists in the development and implementation of new and improved procedures.
- Coordinates the activities of subordinate staff to ensure that policies, procedures, and standards are applied consistently, and that management and administrative practices of the operational sections are handled in accordance with the policies established by the Director.
- Coordinates and participates in the Division's training activities, ensuring that necessary training is identified and available, and coordinates employee nomination and attendance.

Assists the Director in the planning, development, and implementation of Departmental management and information policy.

- Reviews and analyzes proposed legislation for its possible effect on standards, policies, rules, regulations, and procedures, and makes recommendations concerning the legislation to the Director.

- Provides the Director with a detailed outline of the effects of new, revised, or proposed programs necessitated by new, revised, or proposed legislation, policies, rules, regulations, or procedures to assist the Director in determining the overall needs and requirements of the Department.
- Initiates the preparation of financial and management information reports, determines priorities, establishes work schedules, and takes necessary follow-up action to ensure deadlines are met; and reviews completed reports.

Represents the Director and the Department in meetings and in daily contacts with other State agencies, vendors, and advocacy groups; provides information and advice to other Department personnel regarding subject matter.

Coordinates and/or directly handles responses to inquiries from Legislators, legislative committees, the Governor's Office, other States, and public and private individuals concerning policies, procedures, and standards applied to programs administered directly by the Department.

Leads, conducts, and/or participates in special projects as assigned by the Director.

Minimum Qualifications

Promotion: one year of permanent service as a Senior Industrial Superintendent or Industrial Superintendent; or two years of permanent service as a Production Planning and Control Manager.

Open Competitive: ten years of experience in the overall management and supervision of manufacturing operations in a factory setting. This experience must have included overall responsibility for manufacturing of three or more product lines at five or more separate plant locations. A bachelor's degree may substitute for four years of the required experience; or an associate's degree may substitute for two years of the required 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.

Date: 7/2021

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