



A Report To The Legislature Of The State of Hawaii

In Response To Act 170/SLH 1995

Requesting that the Department of Public Safety Submit a
Detailed Expenditure and Status Report To the Legislature

Submitted by:

Department of Public Safety
Correctional Industries Division
State of Hawaii

March 2003



A REPORT TO THE LEGISLATURE OF THE STATE OF HAWAII

IN RESPONSE TO ACT 170/SLH 1995

**Requesting That the Department of Public Safety
Submit a Detailed Expenditure and Status Report
To the Legislature**

Submitted by:

**Department of Public Safety
Correctional Industries Division
State of Hawaii**

March 2003

REPORT IN RESPONSE TO ACT 170
RELATING TO THE LEGISLATIVE REPORTS

March 2003

This report is in response to Act 170 (1995) relating to the Legislative Reports, that the Department of Public Safety submits a detailed expenditure and status report to the Legislature. The proviso reads as follows:

SECTION 3. Chapter 354D, Hawaii Revised Statutes, is amended by adding a new section to read as follows:

“ 354D- Annual report. The department shall submit to the legislature an annual report at least twenty days prior to the convening of each regular session, which shall include:

- (1) A listing by position number and title of all positions established under section 354D-3;
- (2) The salaries paid to the employees in these positions,
- (3) A description of the duties and responsibilities of each employee;
and
- (4) The usual work site of each employee.”

PURPOSE OF APPROPRIATIONS:

Correctional Industries is a field division under the Deputy Director of Corrections, Department of Public Safety. Hawaii Revised Statutes Section 354-D requires that Correctional Industries programs be expanded to provide comprehensive work programs for all qualified, able-bodied inmates. These programs are mandated to: generate revenue to sustain their operation and allow for capital investment; provide specific training skills for offenders that increase their employment prospects when they return to their community; provide a maximum level of work for all qualified, able-bodied inmates; provide an environment for the operation similar to that of a private business operation; encourage cooperative training ventures with the private sector; and provide low-cost construction, renovations, and repairs of facilities for government agencies and non-profit organizations.

Correctional Industries operates programs using sound fundamental business practices to provide quality goods and services on time to customers, whether those customers be the public, governmental agencies, non-profit organizations or the correctional system itself.

Correctional Industries is mandated by law to be self-sufficient. A Correctional Industries revolving fund was created by and is administered by the department. All monies collected by the department from the sale or disposition of goods and services produced in accordance with Chapter 354D HRS are deposited into the Correctional Industries' revolving fund. The proceeds in the Correctional Industries' revolving fund is used for: the purchase or lease of supplies, equipment, and machinery; the construction, leasing, or renovating of buildings used to carry out the purposes of Correctional Industries; the salary of personnel necessary to administer the enterprises established; payment of inmates for worker assignments and all other necessary expenses.

Correctional Industries does not receive any general fund monies. The Correctional Industries revolving fund appropriation is developed based on a forecast of revenues expected as a result of manufacturing products and providing services.

Growth of Correctional Industries programs was necessary to attain the mandate to provide a maximum level of work for all qualified, able-bodied inmates. The salaries of personnel necessary to administer the enterprises was required to come out of the Correctional Industries revolving fund and not the state general fund. Civil service positions to run manufacturing and service operations are not available. Time frame to establish the necessary position would prohibit the required growth of the operations. Exempt positions were necessary to ensure that the enterprise could continue and expand.

**CORRECTIONAL INDUSTRIES SALES AND INMATE EMPLOYMENT
1990 - 2002**

<u>Fiscal Year</u>	<u>Income From Sales</u>	<u>Inmates Employed</u>
1991	\$1,182,494	56
1992	\$1,718,203	110
1993	\$2,300,000	280
1994	\$5,500,000	350
1995	\$7,000,000	350
1996	\$6,408,340	380
1997	\$6,064,189	421
1998	\$5,551,853	450
1999	\$6,096,715	400
2000	\$5,180,648	443
2001	\$5,219,188	450
2002	\$4,650,351	902

**TOTAL APPROPRIATIONS FROM CORRECTIONAL INDUSTRIES
GENERATED RESOURCES:**

FY 2002 \$ 4,650,351

**PROJECTED FINANCIAL STATEMENT FOR CORRECTIONAL
INDUSTRIES:**

FY 2003	Revenue	\$ 4,746,590	
	Personnel	\$ 1,774,000	
	Other Expenses	\$ 2,656,590	
	Equipment	\$ 316,000	
	Total Profit	\$ 0	Break Even

EXPLANATION OF ESTIMATED EXPENDITURES:

- A. PERSONNEL.** Funds for the salaries of personnel necessary to administer the Enterprises.
- B. OTHER CURRENT EXPENSES.** Funds for raw material, operating expenses, inmate wages, tools, office supplies and marketing/sales expenses.
- C. EQUIPMENT.** New and upgraded equipment for Printing, Furniture, Sewing, and Computer operations.

**EXPENDITURE PLAN IS ATTACHED.
PERSONNEL PLAN IS ATTACHED.
SALARY RATE PLAN IS ATTACHED.**

**DEPARTMENT OF PUBLIC SAFETY
CORRECTIONAL INDUSTRIES DIVISION
STAFFING FY 03**

CI POSITIONS	(MONTHLY)	
	MINIMUM SALARY	MAXIMUM SALARY
CI ADMINISTRATOR	\$4,681.00	\$6,402.00
CI SECRETARY III	\$2,289.00	\$3,524.00
CI SPECIALIST V	\$3,515.00	\$5,004.00
CI BUSINESS MANAGER V	\$3,515.00	\$5,004.00
CI SALES SPECIALIST III	\$2,811.00	\$4,329.00
CI SALES SPECIALIST II	\$2,600.00	\$4,004.00
CI SPECIALIST III	\$2,886.00	\$4,112.00
CI SPECIALIST II	\$2,670.00	\$3,801.00
CI SPECIALIST I	\$2,468.00	\$3,515.00
CI COMPUTER OPNS SUPV I	\$2,704.00	\$4,161.00
CI PRINTSHOP SUPV II	\$3,245.00	\$4,548.00
CI PRINTSHOP SUPV I	\$3,004.00	\$4,208.00
CI PRINTSHOP MAINT SPECIALIST	\$3,004.00	\$4,208.00
CI FURNITURE SPECIALIST II	\$3,245.00	\$4,548.00
CI FURNITURE SPECIALIST I	\$3,004.00	\$4,208.00
CI CONSTRUCTION SPECIALIST I	\$3,004.00	\$4,208.00
CI SPECIALTY SHOP SUPV I	\$3,004.00	\$4,208.00
CI SEWING SHOP SUPV I	\$3,004.00	\$4,208.00
CI WAREHOUSE SPECIALIST I	\$3,004.00	\$4,208.00
CI ACCOUNT CLERK IV	\$2,118.00	\$3,291.00
CI PRE-AUDIT CLERK II	\$2,118.00	\$3,291.00
CI LIGHT TRUCK DRIVER	\$2,109.00	\$2,130.00

CORRECTIONAL INDUSTRIES (45) EXEMPT POSITIONS

We are authorized forty-five (45) exempt positions within the Correctional Industries Division, Department of Public Safety. These positions are required to staff all of the Correctional Industries programs and expansion.

The Correctional Industries Division is facing growth in inmate employment. These exempt positions are to be utilized to staff the following areas: PSD/DOTAX Partnership - Printing, Light Construction Operations, Sewing, Furniture Manufacturing, Computer Sales and Operations, Business Office/Marketing and Sales, Distribution/Warehouse, Specialty Shop at the Kulani Correctional Facility, and Joint Venture Programs on all islands. While sales have declined and inmate employment has increased, the required staffing has been sufficient and all forty-five (45) exempt positions will not be filled until revenue is increased. Correctional Industries currently employs nine hundred two (902) inmates. Correctional Industries will be expanding into new programs to accommodate increase in sales and inmate employment. These programs provide quality products at cost savings to the State of Hawaii. They also provide inmates with vocational training, keep inmates productive, and/or redirect inmates to have a trade when released.

The following is a list of all Correctional Industries Exempt Positions:

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
102349	CI Administrator	Tommy Herring	\$6,156.00

Duties and Responsibilities:

This position is responsible for all Correctional Industries programs that employ 30 Civilian Employees and nine hundred two (902) inmates. Incumbent is responsible for the Administration of Industries Operations, financial management of the overall program, marketing of goods and services, development of program plans and directions, establishment of standards, developing and implementing business plans, starting new business programs, joint venture programs and manages a broad range of industries which include print shops, furniture shops, computer services, garment manufacturing, sales and marketing. This position is critical for the overall Correctional Industries program mandated by law.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103147	CI Secretary III	Vacant	SR-16

Duties and Responsibilities:

This position is responsible for all administrative support required for Correctional Industries Division. The incumbent works under the general supervision of the CI Administrator and develops, coordinates, and monitors Correctional Industries programs and provides support services. This position is critical due to the large responsibilities of coordinating meetings with Department Administrators, Representatives of the legislature, Business Owners/Managers, Advisory Boards and other important individuals.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103425	CI Specialist V (Administrative Manager)	Vacant	SR-24

Duties and Responsibilities:

This position is directly responsible to the CI Administrator for developing all programs in Correctional Industries. The incumbent is responsible for the CI Business Office, Joint Venture Programs, Kulani Crafts Shop, Farm Program, Sales and Marketing, Maui Pineapple Work line Program, DelMonte Pineapple Work line Program, Policies and Procedures, Personnel Matters, Recruitment and Classification Actions, for Staff and Inmate training programs, Correctional Industries Safety Programs, developing and conducting programs, Vocational Training Programs and coordinates in promoting and maintaining support and cooperation of public, private and governmental groups and agencies.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106473	CI Specialist V (Operations Manager)	Marvin Shimabukuro	\$4276.00

Duties and Responsibilities:

This position is directly responsible to the CI Administrator for managing Correctional Industries Furniture/Light Construction Shops, Sewing Shops, High Tech Computer Section, Print shop, Bindery Shop, Docutech Print Shop and Laser Print Shops, which employs seventeen (17) Civilian Employees and one hundred fifty (150) inmates. The incumbent is responsible for planning, developing and conducting program activities for the above sections. The incumbent is also responsible for operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of warehouse goods and overall operations for the above sections.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103424	Business Manager V	Sheila M. Taylor	\$3,515.00

Duties and Responsibilities:

This position is directly responsible to the CI Administrator for managing the Correctional Industries Business Office. The incumbent is responsible for all business affairs, directs budget activities, provides staff assistance to the staff on financial matters, and plans, develops and conducts CI budget executions. Supervises three (3) Civilian employees, on procurement procedures, purchase orders, invoices, fiscal records, and coordinates all business transactions with the inmate work force in the business office. The incumbent is also responsible for property and inventory accountability, purchasing, order entry programs, and overall management of the Business Office. This position is essential to the operations of the Correctional Industries Business Office.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
111597	CI Specialist V (Program Manager)	Jonah K. Kaauwai	\$4276.00

Duties and Responsibilities:

This position is directly responsible to the CI Administrator for Production Control, Order Entry, Customer Service, Joint Venture Programs and Special Projects in Correctional Industries. The incumbent is responsible for developing strategies to expand sales and market shares in the state, maintaining close communications with customers, quality control programs, marketing programs, and assist CI Administrator in expanding Joint Venture Programs.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109316	CI Specialist III	Vacant	SR-20

Duties and Responsibilities:

This position is directly responsible to the CI Specialist V (Operations Manager) for managing the Correctional Industries Furniture Shop, Light Construction, Upholstery Shop, and Metal Shop, which employs four (4) Civilian Employees and 40 inmates. The incumbent is responsible for planning, developing and conducting program activities for the above sections. The incumbent is also responsible for operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of raw material, delivery of goods and services and the overall operations of the furniture shop.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109318	CI Sales Specialist III	Curtis Collins	\$4,161.00

Duties and Responsibilities:

This position is directly responsible to the CI Specialist V (Administrative Manager) for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.5 million during each fiscal year. The incumbent is responsible for developing strategies to expand sales and market shares in the state, maintain close communications with customers, quality control programs, marketing programs, and represents Correctional Industries at conventions, trade shows and conferences. Submits weekly reports, assist in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, computer products and garment manufacturing goods. Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109317	CI Specialist II	Frederick Mateo	\$3,655.00

Duties and Responsibilities:

This position is directly responsible to the CI Facility Supervisor for managing the Docutech, Laser, Graphics and Pre-Press Section. The incumbent is responsible for planning, developing and conducting program activities, and coordinating activities with other Printing Organizations in the public, private and governmental agencies. The incumbent is responsible for one Civilian and fifteen (15) inmates in the Docutech, Laser, Graphics and Pre-Press Sections. Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106472	CI Specialist II	Justin Ouchi	\$3,801.00

Duties and Responsibilities:

This position is directly responsible to the CI Specialist V (Sales Manager) for managing the Correctional Industries Print Shop Sales, Customer Service and Estimating Section. The incumbent is directly responsible for the general supervision for all Print Shop Sales, Customer Service, and Estimating Section, subordinate supervisors and clerical staff. The responsibilities of this position include supervision, guidance and training of assigned staff and inmates, planning and developing and conducting program activities, coordinating activities within the section and units, promoting and maintaining the support and cooperation of public, private and governmental agencies.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
111596	CI Specialist II	Vacant	SR-18

Duties and Responsibilities:

The incumbent is directly responsible for Correctional Industries Print Shop, Graphics Section, Laser Printing and Docutech Shop. The CI Specialist II is directly responsible for the general supervision for the Graphics Section, Laser Section and Docutech Shop, subordinate supervisors and clerical staff. The responsibility of this section include supervision, guidance and training of assigned staff and inmates, planning, developing and conducting program activities, coordinating activities within the section and units, promoting and maintaining the support and cooperation of public, private and governmental groups and agencies.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
112872	CI Specialist II	LeeAnn Arakaki-Warner	\$3,801.00

Duties and Responsibilities:

This position is directly responsible to the CI Administrator for all administrative support required for the Correctional Industries Division. The incumbent works under the general supervision of the CI Administrator and develops, coordinates and monitors Correctional Industries Programs and provides support services. This position is critical due to the large responsibilities of coordinating meetings with Division Administrators, Representatives of the Legislature, Business Owners/Managers, Advisory Boards and other important individuals.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103159	CI Specialist II	Glenn Vieira	\$3,801.00

Duties and Responsibilities:

This position is directly responsible to the CI Specialist V (Administrative Manager) for supervising a wide range of Correctional Industries programs. The incumbent is responsible for supervising the furniture shop, upholstery shop, metal shop, light construction, and crafts shop. In addition, the incumbent is responsible for planning, developing and conducting program activities for the above shops. The incumbent will manage the Correctional Industries programs at the Kulani Correctional Facility.

Usual Work Site: Kulani Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109313	Computer Operations Supervisor I	Dean Norwood	\$4,004.00

Duties and Responsibilities:

This position is directly responsible to the CI Administrator for planning, programming, organizing and conducting Correctional Industries Computer Programming, Server Systems Operations, Computer Software and Computer Servicing. The incumbent will supervise employees assigned to the Computers, assists in the planning and schedules work production, develops operational procedures, conducts computer training for civilian staff and inmates in computer programs, maintenance and computer operations. In addition, the incumbent will oversee the repair and servicing of computers produced and sold within the past two years. Sales in computer hardware and software have decreased in fiscal year 2002 and High Tech Section has been closed.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106465	CI Print Shop Supervisor II	Lancelot Valdez	\$3,887.00

Duties and Responsibilities:

This position is directly responsible to the CI Print Shop Supervisor II for supervising the inmates assigned to the Correctional Industries Print shop. The incumbent is responsible for the direct supervision of twenty (20) inmates assigned to the Print shop. The incumbent is responsible for supervision, planning, organization of work schedules, work assignments and production planning. In addition, the incumbent is responsible for layouts, negatives, offset plates, production and process, quality control, production standards, job costs estimates and training of inmates assigned to pre-press. The position is critical due to the pre-press requirement for the overall printing of materials.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
111471	CI Furniture Specialist I	Alfred Soria	\$3,004.00

Duties and Responsibilities:

This position is directly responsible to the CI Furniture Specialist II for supervising the CI Furniture Shop. The incumbent is responsible for the supervision, guidance, and training of twenty (20) assigned inmates to the Furniture Shop. The incumbent is responsible for planning, organizing work schedules, production planning and reviews production schedules, controls cost analysis on jobs, inspects work in progress for quality and other production standards, maintains tool control, and inventory records. In addition, the incumbent will insure safety procedures are established when using power equipment and hand tools.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103142	CI Furniture Specialist I	James Vincent	\$3,151.00

Duties and Responsibilities:

This position is directly responsible to the CI Furniture Specialist II for supervising the CI Furniture Shop. The incumbent is responsible for the supervision, guidance, and training of twenty (20) assigned inmates to the Furniture Shop. The incumbent is responsible for planning and organizing work schedules, production planning and reviews production schedules, controls cost analysis on jobs, inspects work in progress for quality and other production standards, maintains tool control, and inventory records. In addition, the incumbent will insure safety procedures are established when using power equipment and hand tools. Incumbent is responsible for the supervision and installation of furniture products with inmate work lines.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106971	CI Furniture Specialist II	Vacant	F3-NA

Duties and Responsibilities:

This position is directly responsible to the CI Specialist III for the CI Furniture Shop. The incumbent is responsible for the supervision, guidance, and training of twenty (20) assigned inmates to the Furniture shop. The incumbent is responsible for planning and organizing work schedules, production planning and reviews production schedules, controls cost analysis on jobs, inspect work in progress for quality and other production standards, maintains tool control, and inventory records. In addition, the incumbent will insure safety procedures are established when using power equipment and hand tools. Incumbent is responsible for the supervision and installation of furniture products with inmate work lines.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106467	CI Construction Specialist I	Scott Swift	\$3,004.00

Duties and Responsibilities:

This position is directly responsible to the CI Furniture Specialist II for supervising the CI Light Construction Section. The incumbent is responsible for planning and organization of work schedules, work assignments, production planning, quality control and job cost estimates. In addition, the incumbent is responsible for light construction work, welding operations and supervising ten (10) inmates.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109314	CI Specialty Shop Supervisor I	William Andrade	\$3,182.00

Duties and Responsibilities:

This position is directly responsible to the CI Specialist II for supervising the CI Kulani Specialty Shop. The incumbent is responsible for planning and organization of work schedules, work assignments, production planning, quality control and general supervision of twenty (20) assigned inmates. The incumbent is responsible for production reports; job cost estimates, and inventory controls, work in progress, maintenance of tools and equipment, shop safety training, and overall operations of the Specialty Shop. In addition, the incumbent is responsible for separate budget requirements due to the location.

Usual Work Site: Kulani Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103141	CI Furniture Specialist I	Vacant	F1-NA

Duties and Responsibilities:

This position is directly responsible to the CI Furniture Specialist II for supervising the CI Furniture Shop. The incumbent is responsible for the supervision, guidance, and training of twenty (20) assigned inmates to the Furniture Shop. The incumbent is responsible for planning and organizing work schedules, production planning and reviews production schedules, controls cost analysis on jobs, inspects work in progress for quality and other production standards. In addition, the incumbent is responsible for Light Construction work and supervising inmates from Oahu Community Correctional Center.

Usual Work Site: Halawa Correctional Facility (Medium)

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103169	CI Sewing Shop Supervisor I	Vacant	F1-NA

Duties and Responsibilities:

This position is directly responsible to the CI Sewing Shop Manager for supervising the CI Garment Factory. The incumbent is responsible for supervising and training twenty (20) inmates assigned to the Garment Factory. The incumbent is responsible for planning and organization of work schedules, work assignments, production planning, quality control and general supervision of assigned inmates. The incumbent is responsible for production reports, job cost estimates, inventory of materials and equipment. This position is critical due to the manufacturing of Correctional Officer Uniforms, Jackets, Inmate Uniforms and Private Sewing Contracts (Joint Venture Program). This minimizes the cost to the Department of Public Safety.

Usual Work Site: Halawa Correctional Facility (Medium)

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103170	CI Sewing Shop Supervisor I	Vacant	F1-NA

Duties and Responsibilities:

This position is directly responsible to the CI Sewing Shop Manager for supervising the CI Garment Factory. The incumbent is responsible for supervising and training twenty (20) inmates assigned to the CI Garment Factory. The incumbent is responsible for planning and organization of work schedules, work assignments, production planning, quality control and general supervision of assigned inmates. The incumbent is responsible for production reports, job cost estimates, inventory of materials and equipment. This position is critical due to the expansion of the sewing program in manufacturing Correctional Officer Uniforms, Jackets and products for Private Sewing Contracts (Joint Venture Program). This minimizes the cost to the Department of Public Safety.

Usual Work Site: Women's Community Correctional Center

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103637	CI Sewing Shop Supervisor I	Maria Aquino	\$3,151.00

Duties and Responsibilities:

This position is directly responsible to the CI Sewing Shop Manager for supervising the CI Garment Factory. The incumbent is responsible for supervising and training twenty (20) inmates assigned to the Garment Factory. The incumbent is responsible for planning and organization of work schedules, work assignments, production planning, quality control and general supervision of assigned inmates. The incumbent is also responsible for the maintenance and servicing of various types of sewing machines, buttonhole machines, embroidery machines, vertical cloth cutting machine and other sewing equipment. This position is critical due to manufacturing of Inmate Uniforms, Correctional Officer Uniforms and garments for Private Sewing Contracts (Joint Venture Programs).

Usual Work Site: Halawa Correctional Facility (Medium)

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106469	CI Sewing Shop Supervisor I	Monica Gavin	\$3,892.00

Duties and Responsibilities:

This position is directly responsible to the CI Specialist V (Operations Manager) for supervising the CI Sewing Programs at Halawa Correctional Facility and the Women's Community Correctional Center Sewing Shop. The incumbent is responsible for supervising and training two (2) Civilian Staff and fifty (50) inmates assigned to Halawa Correctional Facility and the Women's Community Correctional Center's Sewing Shops. The incumbent is responsible for planning organization of work schedules, work assignments, production planning, quality control and general supervision of assigned inmates. The incumbent is responsible for production reports, job estimates, inventory of materials and equipment. This position is critical due to the manufacturing of Correctional Officer Uniforms, Jackets, Inmate Uniforms and Private Sewing Contracts (Joint Venture Program). This minimizes the cost to the Department of Public Safety.

Usual Work Site: Halawa Correctional Facility (Medium)

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103636	CI Sewing Shop Supervisor I	Vacant	F1-NA

Duties and Responsibilities:

This position is directly responsible to the CI Sewing Shop Manager for supervising the CI Garment Factory. The incumbent is responsible for supervising and training twenty (20) inmates assigned to the CI Garment Factory. The incumbent is responsible for planning and organization of work schedules, work assignments, production planning, quality control and general supervision of assigned inmates. The incumbent is responsible for production reports, job estimates, inventory of materials and equipment. This position is critical due to the expansion of the sewing program in manufacturing Correctional Officer Uniforms, Jackets, and products for Private Businesses. This minimizes the cost to the Department of Public Safety.

Usual Work Site: Halawa Correctional Facility (Medium)

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
111537	CI Specialist I	Vacant	SR-16

Duties and Responsibilities:

This position is directly responsible to the CI Specialist III and is responsible to supervise the CI Warehouse Specialist, Light Truck Driver and three (3) inmates. The incumbent is responsible to manage the statewide transportation and delivery system to insure on-time delivery of all products produced by Correctional Industries. This position is also responsible for the warehouse inventory system, all incoming/outgoing goods, and training of supervisors and inmates.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106466	CI Warehouse Specialist I	Jimmy Valdez	\$3,151.00

Duties and Responsibilities:

This position is directly responsible to the CI Specialist I and is responsible to supervise one (1) light truck driver and five (5) inmates. The incumbent is responsible to manage the statewide transportation and product delivery system, which insures efficient, on-time delivery of all products produced by Correctional Industries. In addition, the incumbent is responsible for the CI Warehouse operations and inventory of all products stored in the warehouse, maintenance of vehicles assigned to Correctional Industries and training of inmates to include safety operations.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103143	Light Truck Driver	Vacant	BC-04

Duties and Responsibilities:

This position is directly responsible to the CI Warehouse Specialist I and operates as a truck driver as a major work assignment in transporting a variety of cargo. The incumbent is responsible for the timely delivery of goods produced by Correctional Industries. The incumbent is responsible to supervise five (5) inmates in the loading, unloading and delivery of cargo between private companies, government offices and other destinations. In addition, the incumbent delivers mail, prepares delivery receipts and logs, prepares “bill of lading” for shipment by U.S. Post office or common carrier. In addition, the incumbent is responsible for the maintenance of Correctional Industries Vehicles by checking and servicing fuel, oil, water, fluids, tires and maintaining vehicle logs.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109321	CI Account Clerk IV	Penny DeMarquis	\$2,924.00

Duties and Responsibilities:

This position is directly responsible to the CI Business Manager V for supervising the Correctional Industries Business Office. The incumbent is responsible for all business affairs, directs budget activities, provides staff assistance to the staff on financial matters, and plans, develops and conducts CI Budget executions. Supervises two (2) inmates on procurement procedures, purchase orders, invoices, fiscal records, and coordinates all business transactions with the inmate work force in the business office. The incumbent is also responsible for property and inventory accountability, purchasing, order entry programs, time and attendance of civilian employees and inmates and support of the business office.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
109312	CI Pre-Audit Clerk II	Vacant	SR-13

Duties and Responsibilities:

This position is directly responsible to the CI Business Manager V, for supervising the Correctional Industries Business Office. The incumbent is responsible for all business affairs, directs budget activities, provides staff assistance to the staff on financial matters, plans, develops and conducts CI Budget executions. Supervises two (2) inmates on procurement procedures, purchase orders, invoices, fiscal records, and coordinates all business transactions with the Correctional Industries Managers and Staff.

The incumbent is also responsible to maintain close liaison with the Department of Public Safety, Fiscal Office.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
106470	CI Clerk Steno II	Bengie Baruela (T)	\$12.00 per hr

Duties and Responsibilities:

This position provides clerical support to the section managers, supervisors and works under the general supervision of the CI Secretary III. The incumbent is responsible for letters, memorandums, typing purchase order, contracts, time and attendance reports, maintains office supplies, filing system, supervises two (2) inmates in the business office. In addition, the incumbent is responsible for the Civilian Staff Payroll and Inmate Payroll, which are submitted to the Fiscal Office for payment.

Usual Work Site: Halawa Correctional Facility

<u>Position Number</u>	<u>Position Title</u>	<u>Name</u>	<u>Salary Rate</u>
103426	CI Specialist I	Vacant	SR-16

Duties and Responsibilities:

The incumbent is directly responsible for the supportive supervision for all Correctional Industries Program Managers, subordinate supervisors and clerical staff. The responsibilities of this position include supervision, guidance and training of assigned staff and inmates, planning, developing and conducting program activities, maintaining accreditation standards, implementing Correctional Industries Fixed Assets Procedures, and coordinating activities within the section and units. In addition, the incumbent will assist the CI Specialist V (Administrative Manager) in developing new policies and procedures, safety training programs and developing new staff training requirements.

Usual Work Site: Halawa Correctional Facility.

HAWAII CORRECTIONAL INDUSTRIES
REVENUE/EXPENDITURE
PLAN FY 2003

Code	Description	Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	Revenue Projection	4,746,590	1,186,647	1,186,647	1,186,648	1,186,648
	Program Total Expenditures	4,600,000	1,150,000	1,150,000	1,150,000	1,150,000
	PERSONNEL SERVICES					
2001	Salaries	1,500,000	375,000	375,000	375,000	375,000
2002	Ordinary Overtime	140,000	35,000	35,000	35,000	35,000
2003	Holiday Overtime	10,000	2,500	2,500	2,500	2,500
2006	Night Shift Differential	4,000	1,000	1,000	1,000	1,000
2034	Pension Accumulation	120,000	30,000	30,000	30,000	30,000
	OTHER CURRENT EXPENSES					
3005	Janitorial Supplies	6,000	1,500	1,500	1,500	1,500
3020	Motor Vehicles Gas & Oil	4,000	1,000	1,000	1,000	1,000
3021	Motor Vehicles Supplies/Parts	1,200	300	300	300	300
3040	Lubricants	2,000	500	500	500	500
3060	Clothing & Sewing Supplies	2,000	500	500	500	500
3070	Safety Supplies	6,000	1,500	1,500	1,500	1,500
3090	Other Operating Supplies	80,000	20,000	20,000	20,000	20,000
3110	Bldg. & Construction Materials	2,000	500	500	500	500
3190	Repairs & Maintenance	4,000	1,000	1,000	1,000	1,000
3201	Envelopes	0	0	0	0	0
3202	Printed Forms	0	0	0	0	0
3203	Photocopy Costs	40,000	10,000	10,000	10,000	10,000
3290	Other Office Supplies	4,000	1,000	1,000	1,000	1,000
3305	Provisions (Not for Resale)	16,000	4,000	4,000	4,000	4,000
3310	Forage & Care of Animals	10,000	2,500	2,500	2,500	2,500
3390	Other Food Supplies	12,000	3,000	3,000	3,000	3,000
3410	Other Supplies	24,000	6,000	6,000	6,000	6,000
3510	Dues & Subscriptions	0	0	0	0	0
3620	Other Freight & Delivery	1,000,000	250,000	250,000	250,000	250,000
3710	Postage	20,000	5,000	5,000	5,000	5,000
3720	Postage Meter Rental	100	0	0	0	100
3801	Inter-Island Calls	4,000	1,000	1,000	1,000	1,000
3802	Out of State Calls	1,000	250	250	250	250
3804	Installation,Removal,Relocation	1,200	300	300	300	300
3805	Fax Line Charges	2,800	700	700	700	700
3807	Beepers, Pagers	300	75	75	75	75
3809	Cellular Telephone Charges	600	300	300	0	0
3810	Telephone - Base Charges	12,000	3,000	3,000	3,000	3,000
3890	Other Telephone Charges	100	25	25	25	25
3910	Printing & Bindery	12,000	3,000	3,000	3,000	3,000

HAWAII CORRECTIONAL INDUSTRIES
REVENUE/EXPENDITURE
PLAN FY 2003

Code	Description	Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
4010	Advertising	0	0	0	0	0
4110	Car Mileage	4,000	1,000	1,000	1,000	1,000
4210	Trans, In State	6,000	1,500	1,500	1,500	1,500
4310	Per Diem, In State	6,800	1,700	1,700	1,700	1,700
4410	Trans, Out of State	800	800	0	0	0
4590	Per Diem, Out of State	500	500	0	0	0
4610	Car Rentals	4,000	1,000	1,000	1,000	1,000
4710	Motor Pool Cars	12,000	3,000	3,000	3,000	3,000
5010	Utilities - Electricity	20,000	5,000	5,000	5,000	5,000
5110	Utilities - Gas	2,800	700	700	700	700
5210	Utilities - Water	400	100	100	100	100
5310	Utilities - Sewer	400	100	100	100	100
5602	Rental Vehicles	2,000	500	500	500	500
5604	Telephone - Install	0	0	0	0	0
5690	Other Equipment Rental	100,000	25,000	25,000	25,000	25,000
5805	Office Furniture & Equipment	0	0	0	0	0
5810	Machine & Equipment	16,000	4,000	4,000	4,000	4,000
5830	R&M Motor Vehicles	10,000	2,500	2,500	2,500	2,500
5890	Other R&M	34,000	8,500	8,500	8,500	8,500
5910	Insurance	0	0	0	0	0
6601	Public Assistance	128,000	32,000	32,000	32,000	32,000
6605	Other Exp.-Care of Persons	8,000	2,000	2,000	2,000	2,000
7129	Service Fee Basis Other	4,000	1,000	1,000	1,000	1,000
7192	Employment & Training Svc.	0	0	0	0	0
7196	Photocopy Svc.	0	0	0	0	0
7198	Service - Fee Basis	12,000	3,000	3,000	3,000	3,000
7203	Training Costs/Reg. Fees	4,000	1,000	1,000	1,000	1,000
7290	Other Current Expenditures	4,000	1,000	1,000	1,000	1,000
7300	Interest on Late Payment	10,000	2,500	2,500	2,500	2,500
7703	Calculators	0	0	0	0	0
7704	Computer Hardware	20,000	5,000	5,000	5,000	5,000
7719	Other Office Furnishing	8,000	2,000	2,000	2,000	2,000
7790	Other Machinery/Equipment	180,000	45,000	45,000	45,000	45,000
7810	Livestock	1,000	250	250	250	250
8790	Items for Resale	900,000	225,000	225,000	225,000	225,000
9992	Trans. to Special Rev. Fund	60,000	15,000	15,000	15,000	15,000