



**DEPARTMENT OF PUBLIC SAFETY
REPORT TO THE 2006 LEGISLATURE**

Section 354D-3.5, Hawaii Revised Statutes

**FY 2005
Annual Report on
Correctional Industries**

November 2005

Introduction

Correctional Industries' Mission Statement:

- *To furnish meaningful work for inmates.*
- *To produce quality products for the Department of Public Safety and other State agencies at competitive prices.*
- *To be self-supporting.*

Correctional Industries is a field division organized under the Deputy Director for Corrections in the Department of Public Safety. HRS Chapter 354-D requires that CI develop comprehensive work programs for all qualified, able-bodied inmates. These programs are mandated to: (a) generate revenue to sustain each operation and allow for capital investment; (b) provide a maximum level of work for all qualified, able-bodied inmates; (c) provide training in specific skills to increase offenders' employment prospects upon returning to the community; (d) provide an environment for the operation similar to that of a private business; (e) encourage cooperative training ventures with the private sector; and (f) provide low-cost construction, renovation, and facility repairs for government agencies and non-profit organizations.

CI strives to use sound business practices in providing quality goods and services on time to customers comprising the general public, governmental agencies including PSD correctional facilities, and non-profit organizations.

Correctional Industries has a statutory mandate to be self-supporting and does not receive State general fund support. Therefore, the Correctional Industries Revolving Fund (CIRF) was established, into which all moneys collected from the sale or disposition of goods and services produced in accordance with HRS Chapter 354D shall be deposited. The proceeds in the CIRF shall be used for: (a) the purchase or lease of supplies, equipment, and machinery; (b) the construction, lease, or renovation of buildings used to carry out the purposes of Correctional Industries; (c) the salaries of personnel necessary to administer the enterprises established; (d) payment to inmates for work assignments; and (e) all other necessary expenses.

Qualified, able-bodied inmates are utilized in the manufacture or production of goods and services needed for the construction, operation, or maintenance of any office, institution, or agency supported in whole or in part by the State, counties, or Federal government. CI programs located at the Halawa Correctional Facility include:

- The Department of Public Safety inmate commissary servicing the Oahu correctional facilities with their inmate stores.
- A printing plant offering products and services ranging from business cards to instant document reproduction.
- A sewing/mattress plant currently manufacturing uniforms for Adult Correctional Officers and others, private-sector products, and mattresses for all PSD facilities.
- A furniture plant specializing in refurbishment of school furniture, manufacture of seating systems, and assembly and installation of modular panel systems.
- A furniture plant at the Kulani Correctional Facility on the Big Island of Hawaii that specializes in the manufacture, assembly, and installation of modular panel systems.

Future industries may include a janitorial products plant, a plastic bag plant, and maintenance labor services. There are plans to expand the inmate commissary operations on Oahu to the Neighbor Island facilities. Correctional Industries anticipates expanding the institutional

products line at the sewing/mattress plant by adding sheets, pillowcases, inmate boxer shorts, shorts, and uniforms, depending on the Department of Public Safety's needs.

CI has also entered into a joint venture with a private-sector company on the Big Island, which employs approximately eight inmates at a time to assist with fruit picking or packing. Inmate compensation ranges from minimum wage to prevailing wages. Ten percent of an inmate's gross income is paid into the Crime Victim Compensation Special Fund that is administered by the Crime Victim Compensation Commission.

Purpose

HRS Section 354D-8(d) requires that the Department of Public Safety submit to the Legislature an annual operating report for Correctional Industries. In addition, HRS Section 354D-3.5 states that the annual report shall include:

- A listing by position number and title of all positions established under HRS Section 354D-3.
- The salaries paid to the employees in these positions.
- A description of the duties and responsibilities of each employee.
- The usual work site of each employee.

Correctional Industries Sales and Inmate Employment

Data on CI sales revenue and number of inmates employed are provided below for FY 1991 through FY 2005. Correctional Industries currently employs 428 inmates, or an average of 130 inmates per month. The CI goals of increasing sales and inmate employment are being pursued by expansion into new programs.

<u>Fiscal Year</u>	<u>Sales Revenue</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
2003	\$4,175,221	616
2004	\$3,509,860	918
2005	\$5,042,896	428

FY 2006 Financial Projections for Correctional Industries

Revenue	\$ 5,194,182
Payroll Expenses	\$ 1,263,841
Other Expenses	<u>\$ 3,670,848</u>
Gross Profit	\$ 259,494

FY 2005 Inventory of Position Class Titles Established for Correctional Industries

As of FY 2005, the following 22 position classes had been established for hiring Correctional Industries staff.

<u>CI Position Title</u>	<u>Minimum Monthly Salary</u>	<u>Maximum Monthly Salary</u>
CI Administrator	\$4,775.00	\$7,062.00
CI Secretary III	\$2,730.00	\$4,204.00
CI Specialist V	\$3,691.00	\$5,254.00
CI Business Manager V	\$3,691.00	\$5,254.00
CI Sales Specialist III	\$2,952.00	\$4,545.00
CI Sales Specialist II	\$2,730.00	\$4,204.00
CI Specialist III	\$3,030.00	\$4,318.00
CI Specialist II	\$2,804.00	\$3,991.00
CI Specialist I	\$2,591.00	\$3,691.00
CI Computer Opns Supv I	\$2,839.00	\$4,369.00
CI Print Shop Supv II	\$3182.00	\$4,920.00
CI Print Shop Supv I	\$2,832.00	\$4,552.00
CI Print Shop Maint Specialist	\$2,832.00	\$4,552.00
CI Furniture Specialist II	\$3,182.00	\$4,920.00
CI Furniture Specialist I	\$2,832.00	\$4,552.00
CI Construction Specialist I	\$2,832.00	\$4,552.00
CI Specialty Shop Supv I	\$2,832.00	\$4,552.00
CI Sewing Shop Supv I	\$2,832.00	\$4,552.00
CI Warehouse Specialist I	\$2,832.00	\$4,552.00
CI Account Clerk IV	\$2,245.00	\$3,456.00
CI Clerk II	\$1,920.00	\$2,952.00
CI Light Truck Driver	\$2,439.30	\$2,439.30

Correctional Industries Exempt Positions

Section 354D-3, Hawaii Revised Statutes, authorizes the establishment of Civil Service-exempt positions within Correctional Industries, provided they do not exceed 45 positions in any fiscal year. These exempt positions staff the various Correctional Industries programs, and provide CI with the staffing flexibility to respond to market conditions.

While a total of 43 exempt positions has been established, only 19 were filled as of June 30, 2005, with the remaining 24 positions to be kept vacant until such time as revenues increase and operating conditions warrant.

1. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
102349	CI Administrator	\$5,410.00

Duties and Responsibilities: This position is responsible for all Correctional Industries programs, which employs 22 civilian employees and 428 inmates. The 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, development and implementation of business plans, implementation of new business and joint venture programs, and management of a broad range of industries which include the Department inmate commissary, print shops, furniture shops, garment and mattress manufacturing, and sales and marketing.

Usual Work Site: Department of Public Safety, 919 Ala Moana Boulevard.

2. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103139	CI Print Shop Supervisor I (Vacant)	F1-NA

Duties and Responsibilities: The position is directly responsible to the CI Print Shop Supervisor II for supervising inmates assigned to the Correctional Industries Print Shop. The incumbent is responsible for the direct supervision of 20 inmates assigned to the Print Shop. In addition, the incumbent is responsible for layouts, negatives, offset plates, production and process, quality control, production standards, job cost estimates, and training of inmates assigned to pre-press materials.

Usual Work Site: Halawa Correctional Facility.

3. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103141	CI Furniture Specialist I	\$2,571.00

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 20 assigned inmates to the Furniture Shop. The incumbent is responsible for planning and organizing work schedules, planning and reviewing production schedules, controlling cost analysis on jobs, and inspecting 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 Security).

4. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103142	CI Furniture Specialist I	\$3,309.00

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 15 inmates assigned to the Furniture Shop. The incumbent is responsible for planning and organizing work schedules, planning and reviewing production schedules, controlling cost analysis on jobs, inspecting work in progress for quality and other production standards, and maintaining tool control and inventory records. In addition, the incumbent will ensure safety procedures are established and in compliance when using power equipment and hand tools. Incumbent is responsible for the supervision and installation of furniture products using inmate work lines.

Usual Work Site: Halawa Correctional Facility.

5. <u>Position Number</u>	<u>Position Title</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 works primarily as a truck driver to transport a variety of cargo. The incumbent is responsible for the timely delivery of goods produced by Correctional Industries, as well as supervising five inmates in loading, unloading, and delivering cargo among private companies, government offices, and other destinations. In addition, the incumbent delivers mail, prepares delivery receipts and logs, and prepares a "bill of lading" for shipment by the US Postal Service or common carrier. Further, the incumbent is responsible for the maintenance of Correctional Industries motor vehicles by checking and servicing fuel, oil, water, fluids, and tires; and by maintaining vehicle logs.

Usual Work Site: Halawa Correctional Facility.

6. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103144	CI Specialty Shop Supervisor I (Vacant)	F1-NA

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 organizing work schedules, work assignments, production, and quality control, as well as general supervision of 15 assigned inmates. The incumbent is responsible for production reports, job cost estimates, inventory controls, work in progress, maintenance

of tools and equipment, shop safety training, sewing program, and overall operations of the Specialty Shop. In addition, the incumbent is responsible for separate budgeting requirements due to the distance from Oahu CI shops.

Usual Work Site: Kulani Correctional Facility.

<u>7. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103145	CI Sales Specialist II (Vacant)	SR-18

Duties and Responsibilities: This position is directly responsible to the CI Facilities Supervisor for all sales by Correctional Industries. The incumbent is responsible for sales exceeding \$1.0 million during each fiscal year. Also responsible for developing strategies to expand sales and market share in the State, maintaining close communications with customers, quality control programs, and marketing programs; and for representing CI at conventions, trade shows, and conferences. Submits weekly reports, assists 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>8. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103146	CI Print Shop Supervisor (Vacant)	F1-NA

Duties and Responsibilities: This position is directly responsible to the CI Print Shop Supervisor II for supervising the CI Docutech Print Shop. The incumbent is responsible for the direct supervision of six inmates assigned to the Docutech Print Shop. Responsible for planning, organization of work schedules, work assignments, production planning, quality control, printing techniques, color printing, and job cost estimates. In addition, the incumbent is responsible for purchase requests, safety, inmate training, and inventorying of print materials; and is required to supervise other print shops in Correctional Industries.

Usual Work Site: Halawa Correctional Facility.

<u>9. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103147	CI Secretary III (Vacant)	SR-16

Duties and Responsibilities: This position is responsible for all administrative support required by the Correctional Industries Division. The incumbent works under the general supervision of the CI Administrator to provide support services and to develop, coordinate, and monitor Correctional Industries programs. This position is critical to the coordination of meetings with Department administrators, representatives of the

Legislature, business owners/managers, and the Correctional Industries Advisory Committee.

Usual Work Site: Department of Public Safety, 919 Ala Moana Boulevard.

<u>10. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103148	CI Print Shop Maintenance Specialist (Vacant)	F1-NA

Duties and Responsibilities: This position is directly responsible to the CI Print Shop Supervisor II for supervising the maintenance and servicing of all printing equipment, including various types of printing presses, collators, power paper cutters, paper drill press, electric staplers, folders, perforators, laminating machines, paper/metal plate maker, and other printing equipment. The incumbent plans and organizes all servicing schedules, assignments, and productions standards. Prepares purchase requests for parts, servicing equipment, and repair equipment. In addition, the incumbent is responsible for supervising and training 20 inmates in the repair and servicing of all print shop equipment.

Usual Work Site: Halawa Correctional Facility.

<u>11. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103159	CI Specialist II (Vacant)	SR-18

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Administrative Manager) for supervising a wide range of Correctional Industries programs including 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 manages the Correctional Industries programs at the Kulani Correctional Facility.

Usual Work Site: Kulani Correctional Facility.

<u>12. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103160	Computer Operations Supervisor I (Vacant)	SR-19

Duties and Responsibilities: This position is directly responsible to the CI Facilities Supervisor for planning, organizing, and conducting Correctional Industries Computer Services. Incumbent supervises inmates assigned to the Computer Services section, plans and schedules work production, develops operational procedures, and conducts training for inmates in maintenance and safety programs. In addition, this position oversees the sale, repair, and delivery of items produced.

Usual Work Site: Halawa Correctional Facility.

<u>13. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103163	CI Specialist I	\$3,410.00

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, directing budget activities, and providing assistance to the staff on financial matters. Position plans, develops, and executes the CI budget. Other responsibilities include property and inventory accountability, purchasing, order entry programs, time and attendance of inmates and civilian employees, and provision of support to the Business Office.

Usual Work Site: Halawa Correctional Facility.

<u>14. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103168	CI Sales Specialist II (Vacant)	SR-18

Duties and Responsibilities: This position is directly responsible to the CI Facilities Supervisor for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.0 million during each fiscal year. The incumbent is responsible for developing strategies to expand sales and market share in the State, maintaining close communications with customers, developing quality control and marketing programs, and representing Correctional Industries at conventions, trade shows, and conferences. Submits weekly reports, assists in sales forecasting, conducts research and surveys, and develops customer product lines in furniture, printing, computer products, and garment manufacturing goods.

Usual Work Site: Department of Public Safety, 919 Ala Moana Boulevard.

<u>15. Position Number</u>	<u>Position Title</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 20 inmates assigned to the CI Garment Factory. Other responsibilities include planning and organization of work schedules, work assignments, production, and quality control; and general supervision of assigned inmates. Position is responsible for production reports, job cost estimates, and inventory of materials and equipment. This position is critical due to the expansion of the sewing program to manufacture uniforms for Adult Correctional Officers, jackets, and products for private sewing contracts (Joint Venture Program). This minimizes the cost of such products to the Department of Public Safety.

Usual Work Site: Women's Community Correctional Center.

16. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103424	Business Manager V (Vacant)	SR-24

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 assistance to the staff on financial matters; and plans, develops, and executes CI budgets. Supervises three civilian employees in procurement procedures, purchase orders, invoices, and fiscal records. Other responsibilities include property and inventory accountability, purchasing, order entry programs, and overall management of the Business Office.

Usual Work Site: Halawa Correctional Facility.

17. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103425	CI Specialist V (Administrative Manager)	\$3,991.00

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 Furniture Plant, sales and marketing, policies and procedures, personnel matters, recruitment and classification actions for civilian staff, inmate training programs, and Correctional Industries safety programs. The incumbent is also responsible for developing and conducting vocational training programs, and coordinating the promotion and maintenance of support from public, private, and governmental entities.

Usual Work Site: Halawa Correctional Facility.

18. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103426	CI Specialist I (Vacant)	SR-16

Duties and Responsibilities: The incumbent is directly responsible for the support of all Correctional Industries program managers, subordinate supervisors, and clerical staff. The responsibilities 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 assists the CI Specialist V (Administrative Manager) in developing new policies and procedures, safety training programs, and new staff training requirements.

Usual Work Site: Halawa Correctional Facility.

19. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103636	CI Sewing Shop Supervisor I	\$3,309.00

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 20 inmates assigned to the CI Garment Factory. Other responsibilities include the planning and organization of work schedules, work assignments, production planning, and quality control; as well as the general supervision of assigned inmates. The incumbent is responsible for production reports, job estimates, and inventory of materials and equipment. This position is critical to expansion of the sewing program in manufacturing Correctional Officer uniforms, jackets, and products for private businesses. This minimizes the cost of such products to the Department of Public Safety.

Usual Work Site: Halawa Correctional Facility (Medium).

<u>20. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103637	CI Sewing Shop Supervisor I	\$3,309.00

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 31 inmates assigned to the Garment Factory. Other responsibilities include planning and organization of work schedules, work assignments, production planning, and 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 to the manufacture of inmate uniforms, Correctional Officer uniforms, and garments for private sewing contracts (Joint Venture Programs).

Usual Work Site: Halawa Correctional Facility.

<u>21. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106465	CI Print Shop Supervisor II	\$4,286.00

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 20 inmates assigned to the Print Shop; as well as planning and organization of work schedules, work assignments, and production planning. Other responsibilities include layouts, negatives, offset plates, production and process, quality control, production standards, job costs estimates, and training of inmates assigned to pre-press.

Usual Work Site: Halawa Correctional Facility.

<u>22. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106466	CI Warehouse Specialist I	\$3,309.00

Duties and Responsibilities: This position is directly responsible to the CI Specialist I and is responsible for managing the Statewide transportation and product delivery

system that ensures efficient and on-time delivery of all products produced by Correctional Industries. Other duties include the maintenance of motor vehicles assigned to Correctional Industries.

Usual Work Site: Halawa Correctional Facility.

<u>23. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106467	CI Construction Specialist (Vacant)	F1 - NA

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 supervision of 15 inmates.

Usual Work Site: Halawa Correctional Facility.

<u>24. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106469	CI Sewing Shop Supervisor I (Vacant)	F1-NA

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 Sewing Shop. The incumbent is responsible for supervising and training one civilian staff and 50 inmates assigned to the Sewing Shop. Other responsibilities include planning and organization of work schedules, work assignments, production planning, and quality control; and general supervision of assigned inmates. The position is responsible for production reports, job estimates, and inventory of materials and equipment. This position is critical to the manufacture of Correctional Officer uniforms, jackets, inmate uniforms, and private sewing contracts (Joint Venture Program). This minimizes the cost of these products for the Department of Public Safety.

Usual Work Site: Halawa Correctional Facility (Medium).

<u>25. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106470	CI Clerk Steno II	\$1,920.00

Duties and Responsibilities: This position provides clerical support to the section managers and supervisors, and works under the general supervision of the CI Secretary III. The incumbent is responsible for letters, memoranda, typing purchase orders, contracts, time and attendance reports, maintaining office supplies, and filing systems. In addition, the incumbent is responsible for the civilian staff payroll and inmate payroll, which are submitted to the Department's Fiscal Office for payment processing.

Usual Work Site: Halawa Correctional Facility.

<u>26. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106472	CI Specialist II	\$3,991.00

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Sales Manager) for all sales in Correctional Industries. The incumbent is responsible for developing strategies to expand sales and marketing shares in the State, maintaining close communications with customers, developing quality control and marketing programs, and representing Correctional Industries at conventions, trade shows, and conferences. Submits weekly reports, assists in sales forecasting, conducts research and surveys, and develops customer product lines in furniture, printing, and garment manufacturing goods. Other responsibilities include guidance and training of sales clerical staff; planning, developing, and conducting program activities; coordinating activities within the section and units; and promoting and maintaining the support and cooperation of public, private, and governmental agencies.

Usual Work Site: Department of Public Safety, 919 Ala Moana Boulevard.

<u>27. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106473	CI Specialist V (Operations Manager)	\$4,490.00

Duties and Responsibilities: This position is directly responsible to the CI Administrator for managing the PSD inmate stores operation, Furniture/Light Construction Plants, Sewing/Mattress Plant, Print and Bindery Shop, and Instant Document Reproduction Plant which collectively employ 13 civilian employees and approximately 120 inmates. The incumbent is responsible for planning, developing, and conducting program activities for the above sections. Other responsibilities include the operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of warehouse goods, and overall operations of the above sections.

Usual Work Site: Halawa Correctional Facility.

<u>28. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106883	CI Specialist II (Vacant)	SR18

Duties and Responsibilities: This position is directly responsible to the CI Facilities Supervisor for managing Correctional Industries Furniture Shops, Upholstery Shop, Metal Shop, and Light Construction Section, which employs five civilian staff and 40 inmates. The incumbent is responsible for planning, developing, and conducting program activities for the above sections. Other responsibilities include the operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of warehouse goods, and overall operations of the above sections.

Usual Work Site: Halawa Correctional Facility.

<u>29. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106971	CI Furniture Specialist II	\$2,645.00

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 20 inmates assigned to the Furniture Shop. Other responsibilities include planning and organizing work schedules, production planning, reviewing production schedules, controlling cost analysis on jobs, inspecting work in progress for quality and other production standards, and maintaining tool control and inventory records. In addition, the incumbent ensures establishment of, and compliance with, safety procedures when using power equipment and hand tools. Position is responsible for supervising inmate work lines in the installation of furniture products.

Usual Work Site: Halawa Correctional Facility.

<u>30. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109312	CI Pre-Audit Clerk II	\$2,160.00

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 assistance to the staff on financial matters; and plans, develops, and executes CI budgets. The incumbent is also responsible for maintaining close liaison with the Department of Public Safety's Fiscal Office.

Usual Work Site: Halawa Correctional Facility.

<u>31. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109313	Computer Operations Supervisor I (Vacant)	SR-19

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, and Computer Software and Computer Servicing. The incumbent develops operational procedures, and trains civilian staff in computer programs and maintenance as well as computer operations.

Usual Work Site: Halawa Correctional Facility.

<u>32. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109314	CI Specialty Shop Supervisor I	\$3,341.00

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 and work assignments, production planning, quality

control, and general supervision of 20 assigned inmates. Position is responsible for production reports, job cost estimates, inventorying 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 budgeting requirements due to the remote location.

Usual Work Site: Kulani Correctional Facility.

<u>33. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109315	CI Specialist II (Vacant)	SR-18

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Operations Manager) for managing all Correctional Industries Sewing Programs. The incumbent is responsible for planning, developing, and conducting program activities for the Sewing Programs.

Usual Work Site: Kulani Correctional Facility

<u>34. Position Number</u>	<u>Position Title</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 Plant, Light Construction, Upholstery Shop, and Metal Shop, which collectively employ three civilian employees and 40 inmates. The incumbent is responsible for planning, developing, and conducting program activities for the above sections. Other responsibilities include the 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 Plant.

Usual Work Site: Halawa Correctional Facility.

<u>35. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109317	CI Specialist II (Vacant)	SR-18

Duties and Responsibilities: This position is directly responsible to the CI Facility Supervisor for managing the Docutech, Laser, Graphics, and Pre-Press sections. The incumbent is responsible for planning, developing, and conducting program activities; and coordinating activities with other printing organizations in the public and private sectors. The incumbent is responsible for one civilian and 15 inmates in the Docutech, Laser, Graphics, and Pre-Press sections.

Usual Work Site: Halawa Correctional Facility.

<u>36. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109318	CI Sales Specialist III	\$4,369.00

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Sales Manager) for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.5 million during each fiscal year. Position develops strategies to expand sales and marketing shares in the State, maintains close communications with customers, develops quality control and marketing programs, and represents Correctional Industries at conventions, trade shows, and conferences. Submits weekly reports, assists in sales forecasting, conducts research and surveys, and develops customer product lines in furniture, printing, and garment manufacturing goods.

Usual Work Site: Department of Public Safety, 919 Ala Moana Boulevard.

<u>37. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109321	CI Account Clerk IV (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 procurement procedures, purchase orders, invoices, and fiscal records. The incumbent is also responsible for purchasing, order entry programs, and support of the Business Office.

Usual Work Site: Halawa Correctional Facility.

<u>38. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111471	CI Furniture Specialist I	\$2,832.00

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 nine inmates assigned to the Furniture Shop. Other responsibilities include planning and organizing work schedules, production planning, review of production schedules, cost analysis on jobs, inspection of work in progress for quality and other production standards, maintenance of tool control, and inventory records. In addition, the incumbent ensures the establishment of, and compliance with, safety procedures when using power equipment and hand tools.

Usual Work Site: Halawa Correctional Facility.

<u>39. Position Number</u>	<u>Position Title</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 for supervising the CI Warehouse Specialist, Light Truck Driver, and three inmates. The incumbent is responsible for managing the Statewide transportation and delivery system to ensure 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>40. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111596	CI Specialist II	\$2,804.00

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

Usual Work Site: Halawa Correctional Facility.

<u>41. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111597	CI Specialist V (Program Manager)	\$4,490.00

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 share in the State, maintaining close communications with customers, quality control programs, marketing programs, and assisting the CI Administrator in expanding Joint Venture Programs.

Usual Work Site: Halawa Correctional Facility.

<u>42. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
112140	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 Sewing Shop located at Halawa Correctional Facility, Waiawa Correctional Facility, and the Women's Community Correctional Center. The incumbent is responsible for planning, developing, and conducting program activities for the above sections. Other responsibilities include the operating budget, financial statements, accounting procedures, invoices, purchase

orders, inventory of raw material, delivery of goods and services, and the overall operations of the sewing shops.

Usual Work Site: Halawa Correctional Facility.

<u>43. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
112872	CI Specialist II (Vacant)	SR-19

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 to develop, coordinate, and monitor Correctional Industries programs; and provides support services. This position is critical to coordinating meetings with Department administrators, representatives of the Legislature, business owners/managers, and the Correctional Industries Advisory Committee.

Usual Work Site: Halawa Correctional Facility.