

**DEPARTMENT OF PUBLIC SAFETY
REPORT TO THE 2011 LEGISLATURE**

Section 354D-3.5; Hawaii Revised Statutes

Fiscal Year 2010

ANNUAL REPORT

OF

HAWAII CORRECTIONAL INDUSTRIES

“Building Great Products & Services Through The Building of Great People!”

Correctional Industries . . .

I. WHO WE ARE.

As a division of the Department of Public Safety, Hawaii Correctional Industries (HCI) provides work related skills for offenders, which increase their employment prospects upon release. Qualified, able-bodied inmates are utilized in the manufacturing or production of goods and services. We provide services to government and non-profit enterprises. Services include but are not limited to:

DOT Work-lines	DOE Playgrounds	DOE Chair/Desk Refurbishing
Officer Uniforms	Sewing	Commissary (Canteen)
Printing Services	Carpentry	Painting
Furniture Shop	Wood-Working	Welding
Modular Paneling Systems		Work-lines (Hawaii Branch)

II. OUR PURPOSE.

We seek to build the very best products and services by building great people. Based on H.R.S. Chapter 354D, HCI provides one of the best opportunities for all able-bodied inmates who are “ready, willing, and able” to work; a blueprint by which they can succeed when released. We provide comprehensive work rehabilitation and training through the use of non-uniform-civilian staff.

We employ several hundred inmates every year. Employment opportunities extend and consist of working internally at our Print, Furniture, Canteen, or Sewing shops; or externally through one of our work-lines that keep many parts of Oahu and Hawaii beautiful. Everyday close to 60 inmates are out among the public cleaning and maintaining our highways and byways. We clean, cut grass, trim trees, pick up trash along the roads everyday. Last year, we won the “Innovation Award” from Governor Lingle, for implementing innovative solutions that allows inmates to learn job skills, while providing a valuable service to the State of Hawaii.

Correctional Industries is mandated by law to be self-sufficient and self-sustaining agency. All monies collected by the Department from the sale of goods and services produced in accordance with H.R.S. Chapter 354D are deposited into the Correctional Industries’ revolving fund. The proceeds in the Correctional Industries’ revolving fund are utilized for: The purchase or lease of supplies, equipment, and machinery; the construction, lease, or renovation 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.



School Furniture: In 2009-2010 HCI completed our multi year, multi million dollar contract to refurbish tens of thousands of pieces of school furniture. Desks, Chairs, and Chair/Desk combos were brought into our manufacturing plant at Halawa. Once there, all rust was removed, new paint, new glides, and new plastics were given- Producing a fantastic product that saves tons of metal from entering our landfills and gave the DOE significant cost savings.

New Playgrounds: In 2010 we began another multi year contract to partner with the DOE in producing brand new and safe playgrounds for the “keiki” of Hawaii. We have completed over a dozen projects so far. From Honokaa to Haiku- Maui. We are planning on completing another 50 playgrounds over the next several years.



IV. FINANCIAL HIGHLIGHTS.

<u>Fiscal Year</u>	<u>Sales Revenue</u>	<u>Inmates Employed</u>
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	734
2006	\$4,739,130	825
2007	\$5,985,105	456
2008	\$6,623,006	474
2009	\$6,071,708	315
2010	\$5,071,420	338

18 Year Revenue / Inmate Comparative

STATEMENT OF REVENUE AND EXPENSES

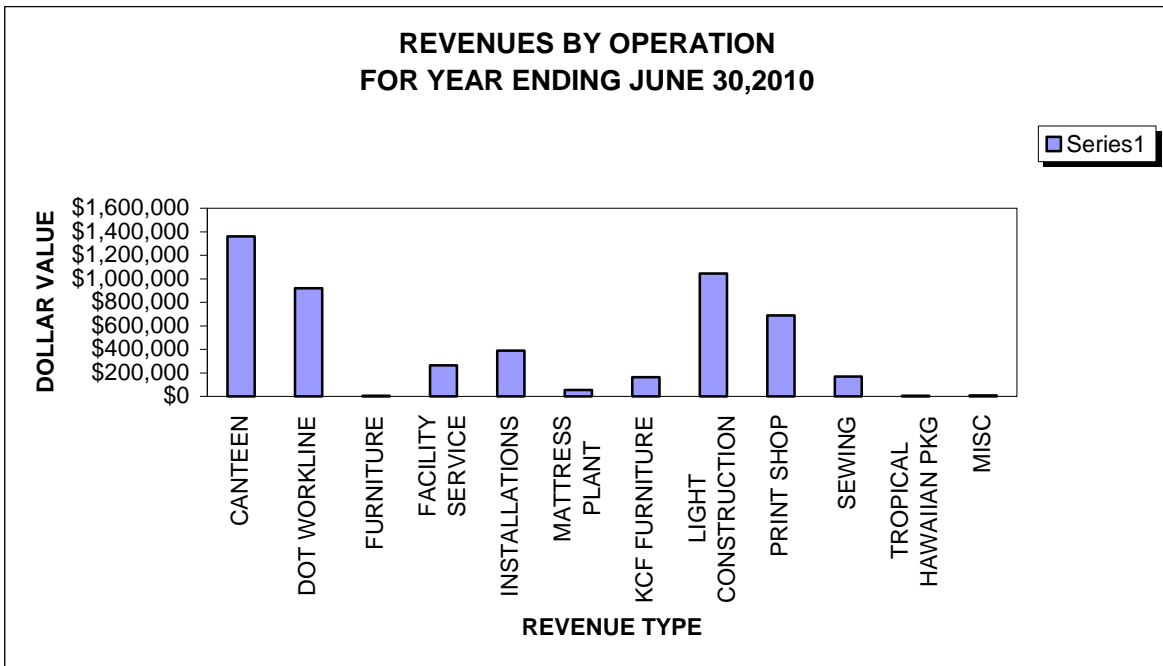
Years Ending June 30, 2010 and June 30, 2009

	<u>FYE 6/30/10</u>	<u>FYE 6/30/09</u>
REVENUE	\$5,071,420	\$6,071,708
EXPENDITURES		
Personnel Services:		
Salaries	\$970,885	\$1,445,401
Fringe Benefits	\$361,519	\$546,152
Total Personnel Services	<u>\$1,332,404</u>	<u>\$1,991,553</u>
Supplies & Services:		
Raw Material	\$2,528,911	\$2,363,121
Inmate Wages	\$37,127	\$86,739
Other Supplies & Services	\$960,438	\$1,189,528
Total Supplies & Services	<u>\$3,526,476</u>	<u>\$3,639,388</u>
TOTAL EXPENDITURES	<u>\$4,858,880</u>	<u>\$5,630,941</u>
CASH PROFIT (LOSS)	<u>\$212,540</u>	<u>\$440,767</u>

2 Years Comparative Summary of Financial Statement

**REVENUES BY OPERATION
FOR YEAR ENDED JUNE 30, 2010**

CANTEEN	\$1,360,303
DOT WORKLINE	\$920,732
FURNITURE	\$6,089
FACILITY SERVICE	\$264,772
INSTALLATIONS	\$389,795
MATTRESS PLANT	\$53,437
KCF FURNITURE	\$161,968
LIGHT CONSTRUCTION	\$1,045,598
PRINT SHOP	\$687,462
SEWING	\$168,172
TROPICAL HAWAIIAN PKG	\$4,231
MISC	<u>\$8,861</u>
TOTAL	<u><u>\$5,071,420</u></u>



Statement of Revenue by Area of Operation FY 09-10

REVENUE BY CUSTOMER			
AG	\$ 17,625.00	PERCENTAGE OF REVENUE	99.31%
AGR	\$ 12,541.00	FROM STATE AGENCIES	
DAGS	\$ 9,023.00		
C&CH	\$ 22,708.00	PERCENTAGE OF REVENUE	0.69%
DBED	\$ 8,935.00	FROM OTHERS	
DBF	\$ 6,640.00	(INCLUDING JOINT VENTURES	
DCCA	\$ 8,933.00	& NON-PROFITS)	
DHHL	\$ 26,262.00		
DHRD	\$ 2,277.00		
DHS	\$ 198,659.00	TOTAL	100.00%
DLIR	\$ 169,285.00		
DLNR	\$ 42,752.00		
DOD	\$ 5,308.00		
DOE	\$ 1,080,956.00		
DOH	\$ 128,272.00		
DOT	\$ 1,249,435.00		
GOV	\$ 320.00		
JUD	\$ 929.00		
LEG	\$ 14,679.00		
LGOV	\$ 5,080.00		
NPO	\$ 12,235.00		
PSD	\$ 1,920,500.00		
TAX	\$ 56,077.00		
UH	\$ 71,989.00		
TOTAL BILLED	\$ 5,071,420.00		
PARAMETERS ARE FROM 7/01/09 TO 6/30/10			

V. POSITION LISTING.

HCI EXEMPT AND CIVIL SERVICE POSITIONS:

HCI is legislatively approved to have not more than (65) sixty-five, exempt positions within the Correctional Industries Division, Department of Public Safety. These positions are required to staff all of the Correctional Industries programs and all expansion plans. While Correctional Industries has a total of 65 exempt positions authorized, 25 positions have been filled as of June 30, 2010. The remaining 17 established positions are in active recruitment. We are currently developing new revenues streams with State, County, and private sector agencies. Although Correctional Industries has had a decrease in inmate employment, 825 in FY 2006 versus 338 in FY 2010, the decrease is due to inmates staying on the job for longer spans of time and with fewer turnovers. HCI will be

expanding its current programs and will continue looking for new programs to increase sales and inmate employment.

EXEMPT POSITIONS:

1. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
102349	CI Administrator	\$5,900

Duties and Responsibilities: This position is responsible for all Correctional Industries programs, which can employ up to 42 civilian employees and an average of 500 inmates. This 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 canteen, print shops, furniture shops, garment and mattress manufacturing, maintenance labor forces, and sales and marketing.

2. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103139	CI Specialist I - Production	\$2,756

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of vehicles, tools, and equipment, safety training, and overall operations of this work line or shop.

3. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103141	CI Specialist I	\$2,407-\$3,953 Vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Furniture Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

4. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103142	CI Specialist I	\$2,407- \$3,953 Vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

5.	<u>Position Number</u> 103143	<u>Position Title</u> Light Truck Driver	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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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 for supervision of two-five (2-5) 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. The incumbent is responsible for the maintenance of Correctional Industries Vehicles by checking and servicing fuel, oil, water, fluids, tires and maintaining vehicle logs.

6.	<u>Position Number</u> 103145	<u>Position Title</u> CI Sales Specialist II	<u>Salary Rate</u> \$3,559
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Duties and Responsibilities: This position is directly responsible to the CI Specialist V for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.0 million during each fiscal year. The incumbent is also responsible for developing strategies to expand sales and market share 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, assists in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, and garments manufacturing goods and expands maintenance labor force services.

7.	<u>Position Number</u> 103146	<u>Position Title</u> CI Specialist I – Install	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

8.	<u>Position Number</u> 103147	<u>Position Title</u> CI Secretary III	<u>Salary Rate</u> \$3,953
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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 to provide support services and to develop, coordinate, and monitor Correctional Industries programs. This position is critical due to the responsibilities of coordinating meetings with Department Administrators, Representatives of the Legislature, Business Owners/Managers, and the Correctional Industries Advisory Committee.

9.	<u>Position Number</u> 103148	<u>Position Title</u> CI Specialist I	<u>Salary Rate</u> \$2,715
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicle, safety training, and overall operations of this work line.

10.	<u>Position Number</u> 103159	<u>Position Title</u> CI Specialist III – Production	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist V for managing a wide range of Correctional Industries programs, including the Kulani furniture shop, all maintenance labor force work lines, and sewing and also manages the CI Specialist II who oversees the Halawa furniture plant, centralized inmate canteen, and distribution. The incumbent is responsible for direct supervision of all Specialist I and or II's as delineated above and is responsible for all performance ratings and measurements. This incumbent is also responsible for planning, developing and conducting program activities for these shops and for submitting weekly reports; assists in developing improvements to all production methods and standards and quality assurance; and serves as the liaison to the facility.

11.	<u>Position Number</u> 103160	<u>Position Title</u> CI Clerk I	<u>Salary Rate</u> \$2,407
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Duties and Responsibilities: This position is directly responsible to the CI Specialist V for clerical support to the Operations and Business Divisions. The incumbent will process requisitions; manage tracking and filing systems; draft correspondence; arrange meetings; take notes; arrange travel; control equipment, supplies and materials; and provides receptionist functions. In addition, the incumbent will assist with time and attendance and any statistical and financial reporting as well.

12.	<u>Position Number</u> 103163	<u>Position Title</u> CI Specialist I - Administration	<u>Salary Rate</u> \$3,799
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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 conducts CI Budget executions. Other responsibilities include property and inventory accountability, purchasing, order entry programs, time and attendance of civilian employees and inmates and supporting the business office.

13.	<u>Position Number</u> 103168	<u>Position Title</u> CI Sales Specialist II	<u>Salary Rate</u> \$4,501
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Duties and Responsibilities: This position is directly responsible to the CI Specialist V 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 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, garments manufacturing goods and expands maintenance labor force services.

14. <u>Position Number</u> 103170	<u>Position Title</u> CI Specialist I	<u>Salary Rate</u> \$2,824
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicles, safety training, and overall operations of this work line.

15. <u>Position Number</u> 103424	<u>Position Title</u> Business Manager V	<u>Salary Rate</u> \$5,000
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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 conducts CI budget executions. Supervises six (6) civilian employees on procurement procedures, purchase orders, invoices, and fiscal records. 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 & the Industries Business Office.

16. <u>Position Number</u> 103425	<u>Position Title</u> CI Specialist V	<u>Salary Rate</u> \$3,349-\$4,683 Vacant
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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.

17. <u>Position Number</u> 103426	<u>Position Title</u> CI Specialist I – Production	<u>Salary Rate</u> \$3,177.17
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

18. <u>Position Number</u> 103636	<u>Position Title</u> CI Sewing Shop Supervisor I	<u>Salary Rate</u> \$3,687
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Sewing Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

19. <u>Position Number</u> 103637	<u>Position Title</u> CI Sewing Shop Supervisor I	<u>Salary Rate</u> \$2,756-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Sewing Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

20. <u>Position Number</u> 106465	<u>Position Title</u> CI Specialist I - DOT	<u>Salary Rate</u> \$2,824
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicles, safety training, and overall operations of this work line.

21. <u>Position Number</u> 106466	<u>Position Title</u> CI Specialist I - DOT	<u>Salary Rate</u> \$2,715
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery Work line. The incumbent is responsible for job cost estimates, production

planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

22. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106467	CI Specialist I	\$2,715

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

23. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106469	CI Specialist I - Install	\$3,621

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicles, safety training, and overall operations of this work line.

24. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106470	CI Clerk I – Steno	\$1,957-\$2,407 Vacant

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 typing formatted letters and memorandums, purchase orders, and contracts; time and attendance reports, maintaining office supplies, and filing systems. In addition, the incumbent is responsible for travel arrangements and receptionist duties.

25. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106472	CI Specialist I – Production	\$2,407-\$3,953 Vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

26. <u>Position Number</u> 106473	<u>Position Title</u> CI Specialist V - Ops Mgr	<u>Salary Rate</u> \$3,349-\$4,683 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Administrator for managing the PSD Canteen Operation, Furniture/Light Construction Plants, Sewing Plant, Mattress Plant, Print and Bindery Shop, Instant Document Reproduction Plant. The incumbent is responsible for planning, developing and conducting program activities for the above sections. The incumbent is also responsible for the operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of warehouse goods and overall operations for the above sections.

27. <u>Position Number</u> 106883	<u>Position Title</u> CI Specialist I - DOT	<u>Salary Rate</u> \$2,756
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

28. <u>Position Number</u> 109312	<u>Position Title</u> CI Clerk II - Pre-Audit	<u>Salary Rate</u> \$2,407
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Duties and Responsibilities: This position is directly responsible to the CI Specialist I, for Business Office clerical support. The incumbent is responsible for assuring compliance to established procurement practices, invoicing standards, and payroll processing methods. Assists with follow-up and tracking of accounts payable and receivables and provides receptionist and clerical as necessary.

29. <u>Position Number</u> 109313	<u>Position Title</u> CI Specialist I	<u>Salary Rate</u> \$2,715
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

30. <u>Position Number</u> 109315	<u>Position Title</u> CI Specialist II – Production	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist V for managing the CI Print Shops. The incumbent is responsible for direct supervision of all Specialists II or I's in this plant area and is responsible for all performance ratings and measurements. This incumbent is also responsible for planning, developing and conducting program activities for the print shops and for submitting weekly reports;

assists in developing improvements to all production methods and standards and quality assurance; and assists with all expansion plans for this shop.

31. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109316	CI Specialist III	\$4,112

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for overseeing and monitoring various contracts and or memorandums of agreements. This includes the Department of Education Playgrounds projects, the Department of Transportation Land Maintenance Work lines, and all Department of Public Safety agreements, including but not limited to ACO uniforms, mattresses, and centralized inmate canteen. Submits weekly reports, assists in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, garments manufacturing goods and expands maintenance labor force services.

32. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109317	CI Specialist II	\$3,873

Duties and Responsibilities: This position is directly responsible to the CI Specialist III for the supervision, guidance, and training of up to ten (10) inmates assigned to the Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

33. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109318	CI Sales Specialist III	\$2,824-\$4,113 Vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist V 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, maintaining close communications with customers, developing 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.

34. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
109321	CI Clerk I	\$2,416

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for clerical support to the Operations and Business Divisions. The incumbent will process requisitions; manage tracking and filing systems; draft correspondence; arrange meetings; take notes; arrange travel; control equipment, supplies and materials; and provides receptionist functions. In addition, the incumbent will assist with time and attendance and any statistical and financial reporting as well.

35.	<u>Position Number</u> 111471	<u>Position Title</u> CI Specialist I –Delivery	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery/Installation Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

36.	<u>Position Number</u> 111537	<u>Position Title</u> CI Specialist I – Install	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

37.	<u>Position Number</u> 111596	<u>Position Title</u> CI Specialist II - Production	<u>Salary Rate</u> \$3,249
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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. 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, private sector entities.

38.	<u>Position Number</u> 111597	<u>Position Title</u> CI Specialist V - Program Mgr	<u>Salary Rate</u> \$3,349-\$4,683 Vacant
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Duties and Responsibilities:
This position is directly responsible to the CI Administrator for Production Control, Order Entry, Customer Service, Joint Venture Programs, policies and procedures and all new and special projects in Correctional Industries. The incumbent is responsible for developing strategies to expand sales and marketing shares in the state, maintaining close communications with customers, quality control programs, marketing programs, and assist CI Administrator in expanding Joint Venture Programs.

39.	<u>Position Number</u> 112139	<u>Position Title</u> CI Specialist I	<u>Salary Rate</u> \$3,349
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to

the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

40.	<u>Position Number</u> 112140	<u>Position Title</u> CI Sales Specialist III	<u>Salary Rate</u> \$4,276
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Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Operations Manager) for managing the Correctional Industries Sewing Shops 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.

41.	<u>Position Number</u> 112871	<u>Position Title</u> CI Specialist I	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery/Installation Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

42.	<u>Position Number</u> 112872	<u>Position Title</u> CI Specialist I – Production	<u>Salary Rate</u> \$2,407-\$3,953 Vacant
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Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

CIVIL SERVICE POSITIONS:

HCI employs (2) Civil Service positions within the Correctional Industries Division, Department of Public Safety.

1.	<u>Position Number</u> 38787	<u>Position Title</u> Facility Supervisor	<u>Salary Rate</u> \$5,482.00
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Duties and Responsibilities: This position is directly responsible to the Administrator for independently managing the correctional industries programs at the facility, planning,

developing and conducting program activities, coordinating activities with other sections and units, promoting and maintaining the support and cooperation of public, private and governmental groups and agencies.

2. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
15251	Account Clerk IV	\$3,339.42

Duties and Responsibilities: This position is directly responsible to the Business Manager for the establishment, record and maintenance of fiscal, statistical, timekeeping, inventories, job orders, invoices and deposit records.

VI. GOALS, & FUTURE ENDEAVORS.

On Oahu:

HCI will be adding additional work lines per our contract with the Department of Transportation. An additional work line providing two (2) additional lines and pothole services are a possibility that would go hand in hand with our landscaping of highways with the Department of Transportation.

Plans are being discussed for the renovation and expansion on our canteen, which will allow us the ability to provide additional products in an efficient production setting.

It has been difficult getting these endeavors started due to the required approvals from Department of Budget and Finance and the Governor's Office in order to fill vacant positions that are revenue-sourced positions. It is taking several months or more to receive approval to fill positions that already have a revenue source.

HCI is committed to building hundreds more safe and compliant playgrounds for the DOE. They have several hundred playgrounds that need maintenance, repairs, and upgrades. HCI will be requesting for the next legislative session the ability to raise our appropriation ceiling. We are looking at raising it from \$7.4 million to \$10 million annually. This will give us greater flexibility in seeking more ongoing contracts.

On Kauai:

We are in the process or have completed three (3) playgrounds slated for 2010. They include: Kaumualii, Wilcox, and Kilauea Elementary.

On Maui:

We are in the process or have completed three (3) playgrounds slated for 2010. They include: Haiku, Kula and Waihee Elementary.

On Big-Island (Hawaii)

After the closure of Kulani Correctional Facility, we have been homeless and have been looking actively for space. We need to find space to begin operating our recognized wood shop once again. We continue to pursue and engage in getting jobs located on the Big Island. Unless, we can find a space within budget to utilize the operation of a wood shop or we may be forced to shut down operations on the Big Island.

With regard to the playgrounds project on the Big Island with the DOE, we have completed Honaunau, Naalehu, Waikaloa, Honokaa #1, Paauilo, and are involved in completing a number of additional playgrounds which include: Pahoa, Keaau, Kalaniana'ole, Haaheo, Keaukaha, Honokaa #2, and Holualoa elementary.

Last year, HCI ran losses due to our inability to find a space.

This report is in response to:

"354D-3.5 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."