



**DEPARTMENT OF PUBLIC SAFETY REPORT
TO THE 2016 LEGISLATURE**

Section 354D-3.5; Hawaii Revised Statutes

Fiscal Year 2015

**ANNUAL REPORT OF
HAWAII CORRECTIONAL INDUSTRIES**

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HAWAII CORRECTIONAL INDUSTRIES Annual Report – FY 2015

Dear Director Espinda:

I am pleased to report that Hawaii Correctional Industries (HCI) has undergone a massive restructuring and is showing steady signs of recovery after a decade of deterioration and a devastating fiscal year 2013/14, when sales dropped to an unprecedented low of 3.3 million dollars. That year shops closed and offender participation numbers dwindled to less than 3% of the available inmate population.

This year we show a net loss due to our heavy investment in staffing, vehicles, shop equipment, and information systems to prepare HCI to create more jobs for offenders and respond to customer requests. We also conducted a forensic audit of our finances and business processes and made a complete transition from a paper-based accounting system to a cloud-based enterprise resource program for all of our business transactions. The audit, coupled with the conversion, had provided us with unprecedented fiscal transparency and real time business information.

As always, the 3 million we spent last year on staffing and capital improvements did not come from the taxpayer; the money came from the proceeds of our sales. Even in the midst of massive restructuring, revenues increased 15% over 2014/15. Offender participation numbers increased from 3% two years ago to 8.5% of the available inmate population. Our goal is to expand opportunities to accommodate all offenders who wish to participate.

HCI is committed to maintain and expand offender work training programs, which develop marketable job skills, promote positive work ethics and reduce the tax burden of corrections. New business activities in fiscal year 2015 include six new industries; Furniture and Upholstery at Kulani Correctional Facility, Agribusiness and Small Engine Repair at Waiawa Correctional Facility, Garment Graphics and Signs and Engraving at Halawa Correctional Facility, and Sewing at Women's Community Correctional Center.

In closing, we sincerely appreciate your leadership and support as we restore this valuable component to public safety that lowers the cost of the criminal justice system and provides offenders with opportunities to change their lives for the better.

Sincerely,

Chris M. Lansford
HCI Administrator

MISSION STATEMENT

HCI provides opportunities for offenders to **acquire real life work skills** and **good work habits** through businesses that produce quality products and services for our customers.



VISION

Offenders will successfully reintegrate into society, which will benefit our communities and reduce the tax burden of corrections.



CORE VALUES

KULEANA— Responsibility

We accept our responsibilities, and we will be held accountable.

MĀLAMA— Stewardship

Serve, honor, protect, and care for resources; maintain fiduciary responsibility.

KŪLIA I KA NU‘U— Achievement

We pursue excellence in all we do. Strive to reach the summit.

KA LĀ HIKI OLA— Optimism

We think positively.

HO‘OMAU— Perseverance

We never give up.

About Us

Hawaii Correctional Industries (HCI), a division of the Hawaii Department of Public Safety (PSD), is a collection of manufacturing and service enterprises that provide job training for offenders.

HCI is a unique blend of business and government, using private industry tools and techniques to provide a public service. Operations within state correctional facilities are supported by sales to state agencies, county and local governments, and non-profit organizations. Offenders gain work experience and training as they produce high quality, competitively priced products, which translates into enormous benefits for taxpayers, the offenders who work and learn in HCI, and for our customers.

Many of those placed behind bars in Hawaii are young men and women 18-30 years old, who lose labor skills while in prison and subsequently see their opportunities plummet post-release. The social cost to the state of Hawaii from this skill loss is significant; HCI works to reduce this cost. In addition to rising costs, one of the most difficult problems facing the criminal justice system is the number of repeat offenders. In Hawaii, approximately one third of all offenders released will recidivate – commit a new crime or violate conditions of their release – within five years and be back inside the correctional system.

With no savings or job skills, the cycle will most likely begin again. Correctional industries' businesses produce quality goods and services and provide offenders with job experience. This develops a positive work ethic and an opportunity for offenders to succeed once they are released.

These work opportunities provide the means for them to pay court ordered financial obligations, victim restitution, a portion of the costs of incarceration, help support their families, and build a mandatory savings account.



Offender work programs are also an important element in managing a safe, efficient correctional system – reducing idleness, decreasing anxiety, and giving offenders an opportunity to be productive.

With 97% of all incarcerated offenders returning to local communities, HCI plays an important role in their transition. With the seed money from their savings, job skills and experience gained from HCI, offenders have a greater chance of finding a job – enabling them to work toward a better life for themselves, their families and their communities.

Benefit to Hawaii’s Economy

The constructive use of inmate time and labor has a direct and positive impact on the State of Hawaii budget.

The employment of state workers through HCI’s program, as well as the employment of inmates, contributes to our communities.

Inmate wage deductions go to the state general fund, victim and court restitution, and family support.

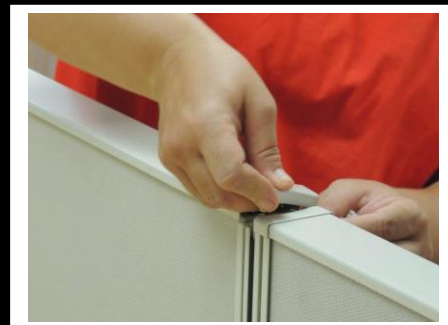
HCI provides a steady source of revenue and new job opportunities for Hawaii businesses. These contributions come from two areas: actual raw materials and services that HCI purchases from Hawaii businesses and consumer expenditures generated as a result of HCI related employment.



HCI saves taxpayers millions of dollars every year in avoided reincarceration costs.

Research studies have proven that inmates who participate in correctional industry programs are 34% less likely to return to prison than offenders who do not.

When one considers that the average cost of housing an offender in Hawaii is approximately \$47,000 per year, and the average sentence is 2.5 years, the average cost savings to Hawaii taxpayers is \$117,500 per inmate who does not return to prison.



*“We take on a burden when we put a man behind walls; that burden is to **give him a chance to change.** If we deny him that, we deny his status as a **human being**, and to deny that is to diminish our own humanity and plant the seeds of future anguish for ourselves.”*

Former Chief Justice
Warren E. Burger



INVESTING IN...

OUR PEOPLE

In 2015 we made several strategic hires and underwent a reorganization to improve operational efficiency. HCI has a new Marketing and Sales Manager, a Customer Service Representative, two new Sales Representatives, a Community Operations Manager, a Central Operations Manager, four new Correctional Industry Production Supervisors and a Secretary to take care of Administrative Services.

In FY15 we began to require every employee to receive 40 hours of training per year; our staff now meets the legal based standard training requirements of the American Correctional Association (ACA). Every HCI employee completed 48 hours of Basic Corrections Training; all supervisors received 40 hours of Supervisor Training; select employees received Dale Carnegie Sales, Communication Training, Leadership Training from the National Institute of Corrections and a week of Professional Development Training from the National Correctional Industries Association.

Shop supervisors and offenders alike received Product Manufacturing and Technical Assistance Training provided by vendor and industry partners.

OUR OFFENDER WORKFORCE

We created over 100 new work opportunities for offenders in FY15 and revamped our inmate pay policy, which was last updated 20 years ago. To participate in an HCI program, offenders are now required to have no recent major disciplinary write ups and have their high school diploma, or else be enrolled in classes to get one. We established an earned incentive program and significantly increased wages in all areas. Offenders in FY15 earned between 50 cents per hour and \$7.75 per hour.

OUR MARKETING AND SALES

FY15 we opened a new showroom and customer service office, open to the public, located at 801 Dillingham Blvd. in Honolulu. The office is completely furnished with items made by offenders in our shops, from chairs and desks to directional signage and awards to hand carved kī i. Previously, customers had to submit to a background check and be escorted inside Halawa prison to visit our business office.

We also launched a new website www.hawaiici.gov, as well as a social media Facebook page, which is followed by over 10,000 people in our community. SalesPad ERP and Salesforce CRM were implemented in FY15, so there is now fully integrated communication between customers, shops and customer service.

OUR INDUSTRIES

Six new owned and operated industries came online in FY15. We opened a sewing plant at WCCC starting with just four inmates and it has grown to 20 inmates in the past year. That shop will be sewing officer uniforms in FY16. A Garment Graphics shop that does screen printing and embroidery opened at Halawa, along with a new Signs and Engraving shop. Signs and Engraving can produce any type of sign, from metal and glass signs to banners to braille/ADA and safety signage. With the reopening of Kulani Correctional Facility in 2014, we also reopened the Furniture shop at Kulani, which had been shuttered since 2009. Once again it is producing furniture and beautiful koa woodworking, like it had since the 1950s.

At Waiawa we opened a Small Engine Repair shop, where inmates repair and maintain equipment from our operations on Oahu. We started an agribusiness operation, which started with only ten offenders and grew to 35 in 2015. The farm now provides produce to all facilities on Oahu, Kauai and Maui.

OUR EQUIPMENT

In 2015 we purchased six vans to replace old ones used to transport workers to complete various labor contracts and special projects. We leased two vehicles for sales staff to enable them to visit customers. We also invested in camera surveillance at Halawa and WCCC, as well as mobile phones with GPS, generators, air compressors and trimmers to keep all of our shops running.

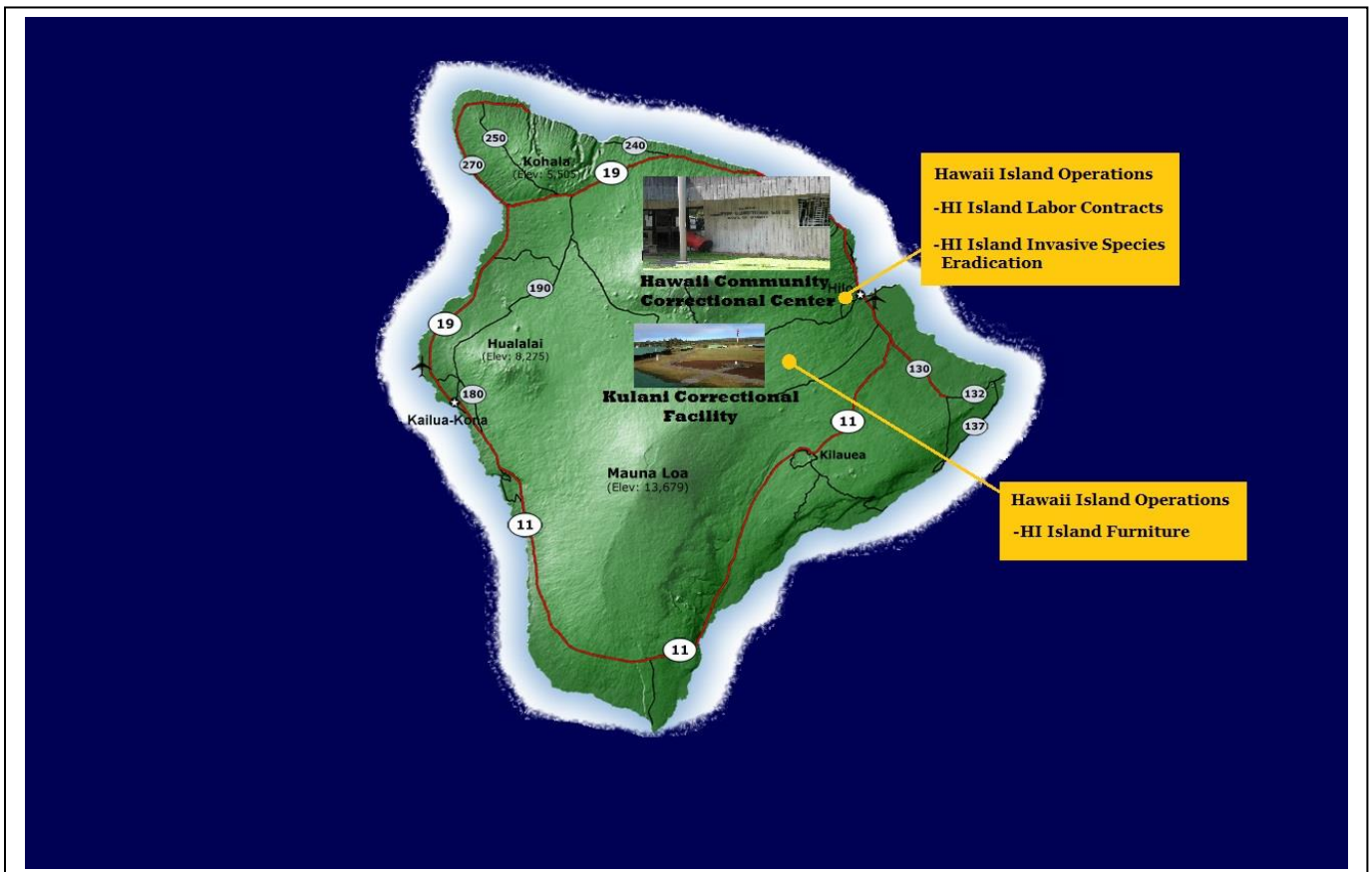
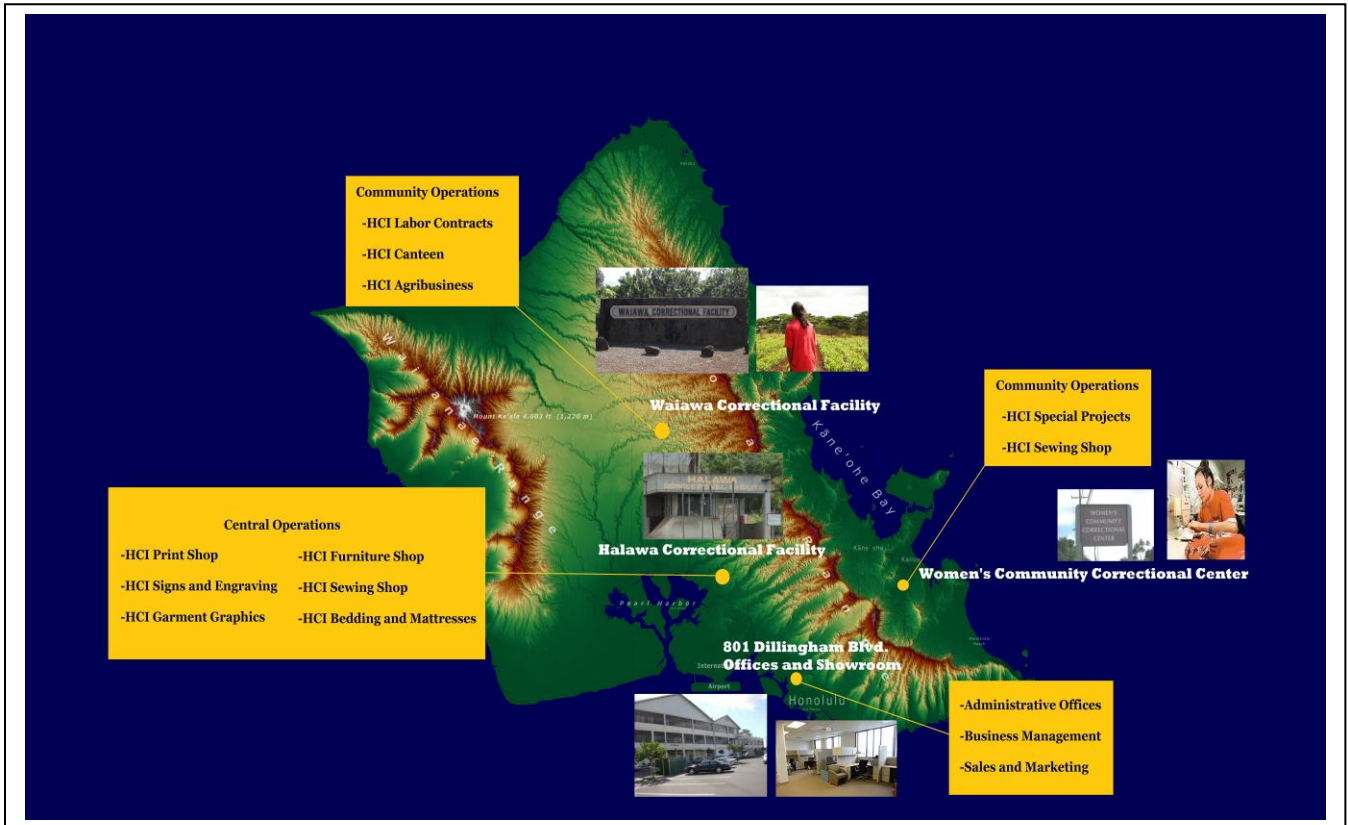
INVESTING IN REENTRY. We know that education and work experience greatly improves an offender's chance of success upon release, but we wanted to do more. In FY15, HCI partnered with WorkNet, Inc., a 501(c) (3) non-profit corporation to deliver robust offender reentry support before, during and after release.

The Hawaii State Legislature awarded a State Grant-in-Aid of \$150,000 to HCI and WorkNet, Inc. to begin a pilot program to deliver assessment, vocational development, hands-on training, pre-employment guidance, criminal conduct remediation, counseling, case management and transition services to offenders who work for HCI and are about to reenter the community.

This marks the first time that HCI has been the recipient of a grant to enhance reentry services for its workforce.



Map of Operations: Hawaii Correctional Industries



OUR INFORMATION

In 2015 we transitioned from a paper-based accounting system to a cloud-based enterprise resource program. All shops acquired internet connectivity and new computers; staff were trained on the new software and processes. We now utilize QuickBooks Enterprise to generate our financial statements; Our requisitions, sales orders and invoices are processed in SalesPad ERP. During the transition, we conducted a forensic audit of our finances. Our financial records are now accurate, available in real time and are fully transparent.

OUR PROCESSES

New software meant new forms and procedures for everything needed for order fulfillment, from electronic requisitions and purchase orders to quotes, sales orders, invoices, and Return Material Authorizations.

OUR PARTNERSHIPS

2015 marks the reestablishment of the HCI Advisory Committee, which has been dormant for a number of years. Getting strategic advice from community leaders will be critical to our success going forward.

Trans-Pacific shipping logistics of raw materials, as well as interisland logistics, are some of our greatest challenges, both to organize and to price accurately. To help mitigate the high cost of importing raw materials, we partnered with the Mainland Branch, as well as other Correctional Industry programs on the mainland, to do joint purchasing and to transport raw material on the inmate charter plane that moves offenders between Hawai`i and Arizona.

In 2015 we partnered with the Crime Victim's Compensation Commission to raise awareness, as well as funds, for victims of crime through increased restitution and gift sale events, to be scheduled in the upcoming year.

After much work and investment, we are now positioned to successfully restore and grow Hawaii Correctional Industries, which is a valuable component to public safety that lowers the cost of the criminal justice system and provides offenders with opportunities to change their lives for the better.

HAWAII DEPARTMENT OF PUBLIC SAFETY
HAWAII CORRECTIONAL INDUSTRIES
FINANCIAL STATEMENTS (unaudited)

Year Ended June 30, 2015

BALANCE SHEET- HCI ENTERPRISE FUND

	2015	2014
ASSETS		
Current Assets	\$2,160,200	\$2,633,391
Noncurrent Assets	\$231,093	\$1,189,476
Total Assets	\$3,822,867	\$3,822,867
 LIABILITIES		
Current Liabilities	\$1,216,585	\$912,174
Long Term Liabilities	\$0	\$0
Capital - Retained Earnings	\$1,670,823	\$3,159,885
Net Income (Loss)	\$(496,115)	\$(249,192)
Total Liabilities & Capital	\$3,391,293	\$3,822,867

HAWAII DEPARTMENT OF PUBLIC SAFETY
HAWAII CORRECTIONAL INDUSTRIES
FINANCIAL STATEMENTS (unaudited)

Year Ended June 30, 2015

STATEMENT OF REVENUE AND EXPENSES

	FYE 6/30/15	FYE 6/30/14
REVENUE	\$4,908,940	\$4,317,530
EXPENDITURES		
Personnel Services:		
Salaries	\$1,521,880	\$1,279,933
Fringe Benefits	\$641,584	\$512,128
Total Personnel Services	\$2,163,464	\$1,792,062
Supplies & Services:		
Raw Material	\$2,477,273	\$2,021,247
Inmate Wages	\$133,182	\$94,135
Other Supplies & Services	\$631,136	\$659,278
Total Supplies & Services	\$3,241,591	\$2,774,660
TOTAL EXPENDITURES	\$5,405,055	\$4,566,722
CASH PROFIT (LOSS)	\$(496,115)	\$(249,192)

Contact Us:



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Management Team:

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ATTACHMENT A: HCI POSITIONS

This attachment to our annual report is provided in compliance with **§354D-3.5, Hawaii Revised Statutes:**

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.*

1. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
102349	HCI Administrator	8,500

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.

Usual Work Site: Halawa Correctional Facility

2. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103139	CI Specialist I – Production	2,715

Duties and Responsibilities: This position is directly responsible to the HCI Specialist II for the supervision, guidance, and training of offenders assigned to this 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.

Usual Work Site: Halawa Correctional Facility.

3. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103141	CI Furniture Specialist I	vacant

Duties and Responsibilities: This position is directly responsible to the HCI Specialist II for the supervision, guidance, and training of offenders 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.
Usual Work Site: Halawa Correctional Facility.

4.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103142	CI Specialist I – Canteen	2,715

Duties and Responsibilities: This position is directly responsible to the HCI Specialist II for the supervision, guidance, and training of offenders 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.
Usual Work Site: Halawa Correctional Facility.

5.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103143	Light Truck Driver	vacant

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

6.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103145	CI Sales Specialist II	3,425

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

7.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103146	CI Specialist I – Install	2,937

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

8.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103147	CI Secretary III	3,350

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 HCI 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.

Usual Work Site: Halawa Correctional Facility.

9.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103148	CI Specialist I – Install	3,317

Duties and Responsibilities: This position is directly responsible to the HCI Specialist II for the supervision, guidance, and training of offenders assigned to the DOT. 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 crew.

Usual Work Site: Halawa Correctional Facility.

<u>10. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103159	CI Specialist III – Production	3,762

Duties and Responsibilities: This position is directly responsible to the HCI 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 HCI 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 IIs 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.

Usual Work Site: Halawa Correctional Facility.

<u>11. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103160	CI Clerk I	vacant

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>12. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103163	CI Specialist I – Administration	vacant

Duties and Responsibilities: This position is directly responsible to the HCI 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 HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>13. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103168	CI Sales Specialist II	4,501

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>14. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103170	CI Specialist I – Delivery	3,281

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>15. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103424	Business Manager V	5,200

Duties and Responsibilities: This position is directly responsible to the HCI 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 HCI budget executions. Supervises three (3) 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 Business Office.

Usual Work Site: Halawa Correctional Facility.

<u>16. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103425	CI Specialist V - Administrative Manager	5,500

Duties and Responsibilities: This position is directly responsible to the HCI 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.

<u>17. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103426	CI Specialist I – Production	2,880

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>18. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103636	CI Sewing Shop Supervisor I	3,867

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>19. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103637	CI Sewing Shop Supervisor I	3,762

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.
Usual Work Site: Halawa Correctional Facility.

<u>20. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106465	CI Specialist I – DOT	2,715

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.
Usual Work Site: Halawa Correctional Facility.

<u>21. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106466	CI Specialist I – Delivery	2,715

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.
Usual Work Site: Halawa Correctional Facility.

<u>22. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
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106467 CI Specialist I – Production 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 a 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 the shop.

Usual Work Site: Halawa Correctional Facility.

23. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106469	CI Specialist I – Install	vacant

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 crew. 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 crew.

Usual Work Site: Halawa Correctional Facility.

24. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106470	CI Clerk I – Steno	3,334

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.

Usual Work Site: Halawa Correctional Facility.

25. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
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106472 CI Specialist I – Production 2,937

Duties and Responsibilities: This position is directly responsible to the HCI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to a 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 the shop.

Usual Work Site: Halawa Correctional Facility.

26.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	106473	CI Specialist V - Operations Manager	3,416

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

27.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	106883	CI Specialist I – Production	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 a 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 a shop.

Usual Work Site: Halawa Correctional Facility.

<u>28. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109312	CI Clerk II - Pre-Audit	3,319

Duties and Responsibilities: This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility

<u>29. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109313	CI Specialist I – Production	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 a 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 a shop.

Usual Work Site: Halawa Correctional Facility.

<u>30. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109315	CI Specialist II – Production	3,762

Duties and Responsibilities: This position is directly responsible to the HCI Specialist V for managing the HCI Print Shops. The incumbent is responsible for direct supervision of all Specialists I or II'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 a shop.

Usual Work Site: Halawa Correctional Facility.

<u>31. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109316	CI Specialist III - Sales	4,501

Duties and Responsibilities: This position is directly responsible to the HCI Specialist V for overseeing and monitoring various contracts and or memorandums of agreements. This includes the Department of Education Refurbishing project, 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.

Usual Work Site: Halawa Correctional Facility.

<u>32. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109317	CI Specialist II – Production	4,028

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 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.

Usual Work Site: Hawaii Branch

<u>33. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109318	CI Sales Specialist III	3,425

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.

Usual Work Site: Halawa Correctional Facility.

<u>34. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109321	CI Clerk I	vacant

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.

Usual Work Site: Halawa Correctional Facility.

<u>35. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
111471	CI Specialist I – Delivery/Installation	3,161

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 crew.

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 crew.

Usual Work Site: Halawa Correctional Facility.

<u>36. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
111537	CI Specialist I – Install	vacant

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 crew. 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 crew.

Usual Work Site: Halawa Correctional Facility.

<u>37. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
111596	CI Specialist II – Production	3,379

Duties and Responsibilities: The incumbent is directly responsible for Correctional Industries Print Shop, Graphics Section. The CI Specialist II is directly responsible for the general supervision for the Graphics Section, 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.

Usual Work Site: Halawa Correctional Facility.

<u>38. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
111597	CI Specialist V - Program Manager	5,000

Duties and Responsibilities:

This position is directly responsible to the HCI 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.

Usual Work Site: Halawa Correctional Facility.

<u>39. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112139	CI Specialist I – Canteen	3,197

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.

Usual Work Site: Halawa Correctional Facility.

<u>40. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
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112140

CI Specialist III – Production

3,466

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 and the Waiawa Correctional Facility. 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>41. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112871	CI Specialist I – Delivery/Installation	2,715

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 crew. 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 crew.

Usual Work Site: Halawa Correctional Facility.

<u>42. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112872	CI Specialist I – Production	3,414

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 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.

Hawaii Correctional Industries is authorized two (2) Civil Service positions within the Correctional Industries Division, Department of Public Safety.

<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
38787	Facility Supervisor	vacant

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.

<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
15251	Account Clerk IV	4,002

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.