



# Industrial Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INDUSTRIAL SPECIALIST I	4647	A14	\$34,144 - \$52,134
INDUSTRIAL SPECIALIST II	4648	A15	\$35,976 - \$55,045
INDUSTRIAL SPECIALIST III	4649	A16	\$37,918 - \$58,130
INDUSTRIAL SPECIALIST IV	4650	A17	\$39,976 - \$61,399
INDUSTRIAL SPECIALIST V	4651	A18	\$42,521 - \$67,671

## GENERAL DESCRIPTION

Performs work in the production of various products involving monitoring the work of offenders and instructing offenders in on-the-job training functions.

## EXAMPLES OF WORK PERFORMED

Monitors offenders in the performance of assigned tasks.

Monitors production to ensure quality and quantity control of finished products.

Ensures that proper safety and work habits are maintained and job training is conducted.

Determines that machinery and equipment are operable and maintained.

Makes minor adjustments and corrective calculations regarding production as needed.

Prepares reports of operations.

Responds to emergency situations.

Searches for escaped offenders, transports offenders, and performs correctional and custodial support functions as needed.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, and the scope of responsibility. Other factors may include the type and level of security of the facility, the assigned population, the assigned*

*area within the facility, the type of production and specialized operation, and the type of product being produced.*

**INDUSTRIAL SPECIALIST I:** Performs entry-level to routine (journey-level) work in the production of various products. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may assist other staff in performing job duties of greater complexity.

**INDUSTRIAL SPECIALIST II:** Performs moderately complex (journey-level) work in the production of various products. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than the previous level and may routinely assist other staff in performing job duties of greater complexity. Employees may:

- Develop production standards and make recommendations on production procedure changes.
- Maintain production and operational needs.
- Maintain surveillance over tools, machinery, and equipment.

**Note:** *Any senior-level employee (levels III-V) may serve in a lead or supervisory role; however supervisory responsibilities within this job classification series will normally be found at level IV or V. Senior-level employees may perform the full range of work listed within the examples of work performed section, and/or may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work performed; and the structure of the assigned population/workgroup.*

**INDUSTRIAL SPECIALIST III:** Performs highly complex (senior-level) work in the production and processing of various products. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor the overall processing, production, and quality control of products.
- Plan schedules of operations.
- Provide technical assistance in methods and equipment used.
- Review raw material requirements.
- Ensure that proper maintenance and repairs are conducted on machinery and equipment.
- Requisition supplies, machinery, and equipment; and prepares invoices for product distribution.

**INDUSTRIAL SPECIALIST IV:** Performs advanced (senior-level) work in the production and processing of various products. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee the installation of new machinery and equipment.
- Conduct inspections to ensure that quality control is maintained.

**INDUSTRIAL SPECIALIST V:** Performs highly advanced (senior-level) work in the production and processing of various products. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan, organize, direct, budget, and control the operations of the industry.
- Plan or assist in planning the construction of new facilities and the purchase and installation of new machinery and equipment.
- Monitor operations to ensure prompt processing.
- Evaluate operations and implement changes.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in industrial management work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of production and workflow procedures, and quality control procedures and techniques.
- Skill in the use of machinery and equipment.
- Ability to interpret and apply rules, regulations, policies, and procedures; to solve problems; and to communicate effectively.

#### **Additional for Industrial Specialist II – V levels**

- Ability to develop production standards.

#### **Additional for Industrial Specialist III – V levels**

- Ability to estimate production requirements, and to supervise the work of others.

#### **Additional for Industrial Specialist IV – V levels**

- Ability to recommend facility improvements.

#### **Additional for Industrial Specialist V level**

- Ability to plan facility improvements.