

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



STATE OF HAWAII | KA MOKU'ĀINA O HAWAI'I
DEPARTMENT OF PUBLIC SAFETY
Ka 'Oihana Ho'opalekana Lehulehu
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No. _____

December 28, 2023

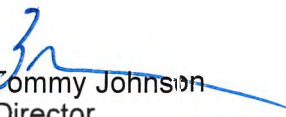
The Honorable Ronald D. Kouchi
President and Members of the Senate
Thirty-second State Legislature
State Capitol, Room 409
Honolulu, Hawai'i 96813

The Honorable Scott K. Saiki
Speaker and Members of the
House of Representatives
Thirty-second State Legislature
State Capitol, Room 431
Honolulu, Hawai'i 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the **Report to the Legislature in response to Section 354D-3.5; HRS, Annual Position Listing Report of Hawai'i Correctional Industries**. In accordance with Section 93-16, Hawaii Revised Statutes, I am also informing you that the report may be viewed electronically at: [Department of Public Safety | 2023 Reports to Legislature \(hawaii.gov\)](https://www.hawaii.gov/dps/reports)

Sincerely,


Tommy Johnson
Director

Enclosure



**DEPARTMENT OF PUBLIC SAFETY REPORT
TO THE 2024 LEGISLATURE**

Section 354D-3.5; Hawaii Revised Statutes

Fiscal Year 2023

**ANNUAL POSITION LISTING
REPORT OF
HAWAII CORRECTIONAL INDUSTRIES**

This 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.*

<u>1. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
102349	HCI Administrator	9,468

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: 1177 Alakea Street

<u>2. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103139	CI Specialist I – DOT	4,000

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: Waiawa Correctional Facility.

3.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103141	CI Plant/Warehouse Sup	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 Plant / Warehouse. 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	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 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: Waiawa 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	4,200

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: 1177 Alakea Street

7. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103146	CI Specialist I – Install	4,000

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: Waiawa Correctional Facility.

8. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103147	CI Secretary III	vacant

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: 1177 Alakea Street.

9. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103148	CI Specialist I	3,800

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.

10. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103159	CI Specialist III – Production	4,700

Duties and Responsibilities: This position is directly responsible to the HCI Specialist V for managing a wide range of Correctional Industries programs, all maintenance labor force work lines, and sewing and also manages the HCI Specialist II who oversees the Halawa centralized inmate canteen, and Warehouse/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.

11. <u>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: Waiawa 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: Waiawa Correctional Facility.

<u>13. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103168	CI Sales Specialist II	4,200

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: Waiawa Correctional Facility.

<u>14. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103170	CI Specialist I	vacant

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: Waiawa Correctional Facility.

<u>15. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103424	Business Manager V	5,042

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: Waiawa Correctional Facility.

<u>16. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103425	CI Specialist V - Production	6,200

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. 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 – DOT	3,784

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: Waiawa Correctional Facility.

18. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103636	CI Sewing Shop Supervisor I	4,500

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: Women's Community Correctional Center

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

20. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106465	CI Specialist I - delivery	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 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	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 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>
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.

<u>23. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106469	CI Specialist I – DOT	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: Waiawa Correctional Facility.

<u>24. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106470	CI Clerk I	vacant

Duties and Responsibilities: This position provides clerical support to the section managers, supervisors and works under the general supervision of the CI Business Manager V. 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: Waiawa Correctional Facility.

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

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: Waiawa Correctional Facility.

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

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: Kulani Correctional Facility.

<u>27. 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: Waiawa Correctional Facility.

<u>28. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109312	CI Clerk II - Pre-Audit	3,800

Duties and Responsibilities: This position is directly responsible to the HCI Business Manager V, 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: Waiawa Correctional Facility

<u>29. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109313	CI Specialist I - DOT	3,200

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: Waiawa Correctional Facility.

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

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: Waiawa Correctional Facility.

<u>31. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109316	CI Specialist III - Sales	5,298

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 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 – Operations	4,700

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: Waiawa Correctional Facility

<u>33. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109318	CI Specialist I - DOT	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: Waiawa 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: Waiawa Correctional Facility.

<u>35. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
111471	CI Specialist I – Delivery/Installation	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 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: Waiawa 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: Waiawa Correctional Facility.

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

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	6,200

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: Waiawa Correctional Facility.

<u>39. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112139	CI Specialist I – DOT	3,200

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: Waiawa Correctional Facility.

<u>40. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112140	CI Specialist III – Production	vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Operations Manager) for managing the Correctional Industries Canteen and Warehousing located at Halawa 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	3,200

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: Kulani Correctional Facility.

<u>42. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112872	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 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

<u>43. 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.

Hawaii Correctional Industries is authorized one (1) Civil Service position within the Correctional Industries Division, Department of Public Safety.

<u>1. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
15251	Account Clerk IV	vacant

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



**DEPARTMENT OF PUBLIC SAFETY REPORT
TO THE 2024 LEGISLATURE**

Section 354D-3.5; Hawaii Revised Statutes

Fiscal Year 2023

**ANNUAL POSITION LISTING
REPORT OF
HAWAII CORRECTIONAL INDUSTRIES**

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

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- (4) The usual work site of each employee.*

<u>1. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
102349	HCI Administrator	9,468

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: 1177 Alakea Street

<u>2. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103139	CI Specialist I – DOT	4,000

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: Waiawa Correctional Facility.

3.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103141	CI Plant/Warehouse Sup	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 Plant / Warehouse. 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	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 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: Waiawa 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.

<u>6. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103145	CI Sales Specialist II	4,200

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: 1177 Alakea Street

<u>7. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103146	CI Specialist I – Install	4,000

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: Waiawa Correctional Facility.

<u>8. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103147	CI Secretary III	vacant

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: 1177 Alakea Street.

9. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103148	CI Specialist I	3,800

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.

10. <u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103159	CI Specialist III – Production	4,700

Duties and Responsibilities: This position is directly responsible to the HCI Specialist V for managing a wide range of Correctional Industries programs, all maintenance labor force work lines, and sewing and also manages the HCI Specialist II who oversees the Halawa centralized inmate canteen, and Warehouse/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.

11. <u>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: Waiawa 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: Waiawa Correctional Facility.

<u>13. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103168	CI Sales Specialist II	4,200

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: Waiawa Correctional Facility.

<u>14. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103170	CI Specialist I	vacant

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: Waiawa Correctional Facility.

<u>15. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103424	Business Manager V	5,042

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: Waiawa Correctional Facility.

<u>16. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103425	CI Specialist V - Production	6,200

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. 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 – DOT	3,784

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: Waiawa Correctional Facility.

<u>18. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103636	CI Sewing Shop Supervisor I	4,500

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: Women's Community Correctional Center

<u>19. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
103637	CI Sewing Shop Supervisor I	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 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 - delivery	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 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.

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

22.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	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 – DOT	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: Waiawa Correctional Facility.

<u>24. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
106470	CI Clerk I	vacant

Duties and Responsibilities: This position provides clerical support to the section managers, supervisors and works under the general supervision of the CI Business Manager V. 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: Waiawa Correctional Facility.

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

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: Waiawa Correctional Facility.

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

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: Kulani Correctional Facility.

<u>27. 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: Waiawa Correctional Facility.

<u>28. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109312	CI Clerk II - Pre-Audit	3,800

Duties and Responsibilities: This position is directly responsible to the HCI Business Manager V, 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: Waiawa Correctional Facility

<u>29. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109313	CI Specialist I - DOT	3,200

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: Waiawa Correctional Facility.

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

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: Waiawa Correctional Facility.

<u>31. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109316	CI Specialist III - Sales	5,298

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 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 – Operations	4,700

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: Waiawa Correctional Facility

<u>33. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
109318	CI Specialist I - DOT	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: Waiawa 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: Waiawa Correctional Facility.

<u>35. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
111471	CI Specialist I – Delivery/Installation	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 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: Waiawa 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: Waiawa Correctional Facility.

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

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	6,200

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: Waiawa Correctional Facility.

<u>39. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112139	CI Specialist I – DOT	3,200

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: Waiawa Correctional Facility.

<u>40. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112140	CI Specialist III – Production	vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Operations Manager) for managing the Correctional Industries Canteen and Warehousing located at Halawa 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	3,200

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: Kulani Correctional Facility.

<u>42. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
112872	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 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

<u>43. 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.

Hawaii Correctional Industries is authorized one (1) Civil Service position within the Correctional Industries Division, Department of Public Safety.

<u>1. Position Number</u>	<u>Position Title</u>	<u>Salary</u>
15251	Account Clerk IV	vacant

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