

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 09/08/16

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES SUPV SCDC POSITION #: 010408

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0200 AM - 1200 PM

LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 D

BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61017160

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). ONE (1) YEAR MANUFACTURING EXPERIENCE AND ONE (1) YEAR SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, ASSISTS WITH THE BUSINESS MANAGEMENT ACTIVITIES OF A PRISON ENHANCEMENT INDUSTRY (PIE) PROGRAM FOR A MULTI-SHIFT OPERATION AT TYGER RIVER CORRECTIONAL INSTITUTION.

SUPERVISES THE MANUFACTURING OF GOODS WHILE SUPERVISING AND TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE.

MAINTAINS AN EFFECTIVE QUALITY CONTROL PROGRAM AND ENSURES THAT ENVIRONMENT IS SAFE FOR EMPLOYEES AND INMATES. PERFORMS

ADMINISTRATIVE AND SECURITY FUNCTIONS AS REQUIRED.

SCHEDULE SUBJECT TO CHANGE TO MEET THE DEMANDS OF THE INDUSTRY.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

UNTIL FILLED