SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/20/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES OPERATION MGR SCDC POSITION #: 010407
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0330 PM
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM MANAGER I STATE JOB CLASS: AH45
PAY BAND/LEVEL: 07 E
BAND: 07 SALARY RANGE $ 048622 - $ 089956 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 056888 - $ 068855 SCEIS POSITION #: 61019946

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND FOUR (4) YEARS OF REQUIRED EXPERIENCE; OR AN ASSOCIATE DEGREE AND SIX (6) YEARS OF REQUIRED EXPERIENCE; OR HIGH SCHOOL DIPLOMA AND EIGHT (8) YEARS OF EXPERIENCE IN BUSINESS MANAGEMENT WHICH INCLUDES RUNNING BUSINESS, MARKETING, ADVERTISING, IDENTIFYING MARKETS, ANALYZING AND DEVELOPING BUSINESS OPPORTUNITIES TO MAXIMIZE RETURN ON INVESTMENT IN AREAS SUCH AS NEW AND EXISTING TECHNOLOGIES TO IMPROVE SERVICES, INCREASE REVENUE OR ENHANCE COST EFFECTIVENESS; OPERATION MANAGEMENT WHICH INCLUDES PLANNING, DIRECTING, COORDINATING, CONTROLLING AND EVALUATION OPERATIONS TYPICALLY THROUGH SUBORDINATE SUPERVISORS; SAP SOFTWARE SUCH AS SCEIS WITH SKILLS RELATED TO MATERIALS MANAGEMENT, PAYROLL AND PROCUREMENT. MUST BE FAMILAR WITH THE STATE AND FEDERAL LAWS PERTAINING TO CORRECTIONAL INDUSTRIES PROGRAMS, THE CERTIFICATION REQUIREMENTS AND THE MANAGEMENT ACTIVITIES OF THE INDUSTRIES PROGRAM.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION, DIRECTS THE COMPLEX DAILY INDUSTRIAL OPERATIONS THROUGHOUT THE SC DEPARTMENT OF CORRECTIONS TO INCLUDE: TRADITIONAL, SERVICE & PRISON INDUSTRY ENHANCEMENT (PIE) PROGRAMS. PROVIDES DIRECT SUPERVISION TO PLANT MANAGERS & SUPPORT STAFF WHILE ENSURING ACCURATE, EFFICIENT OPERATIONS OF ALL INDUSTRY PLANTS. RESOLVES/PREVENTS PROBLEMS BY OFFERING INSIGHT & GUIDANCE TO OPERATIONAL STAFF REGARDING PURCHASING, PRODUCTION, INVENTORY PERSONNEL ISSUES & INMATE PAYROLL. IN CONJUNCTION WITH THE ASSOCIATE WARDEN(S), OVERSEES THE HR RELATED ACTIVITIES FOR 16 PLANT MANAGERS. SERVES AS THE PIECP MANAGER FOR THE SCDC. SUBMITS THE BIENNIAL BUREAU OF JUSTICE PIECP APPLICATION TO MAINTAIN REQUIRED CERTIFICATION, THE NOTICE OF CAC DESIGNATION FOR NEW PROGRAMS, NEPA REQUIREMENTS CHECKLIST, MONTHLY PIE REPORTS & QUARTERLY STATISTICAL REPORTS. TRACKS ALL CONTRACTS & PROCESS NEW AS REQUIRED. ASSIST WITH THE BUDGETS, FORECAST & BUSINESS PLAN. SUPPORTS THE DIVISION DIRECTOR.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
SCHEDULE SUBJECT TO CHANGE. RESUME REQUIRED. ANNOUNCE UNTIL FILLED!!