

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

State Industries Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
86467	State Industries Production Technician
06469/86469	State Industries Production/Sales Coordinator

Series Concept

This series includes positions whose employees train correctional residents in the manufacture of state industry products and delivery of services, as well as positions that coordinate production in state industries product divisions and/or manage customer relationships to drive sales of state industries products/services.

Exclusions

Employees in correctional institutions who perform security, maintenance, trades, and related work outside of a state industries product division.

Class Distinctions

State Industries Production Technician

Employees in this class train and supervise correctional residents in the manufacture of products and delivery of services in a state industries product division. They have an assigned responsibility for overseeing specific production activities (i.e., a responsibility for a zone, shop, floor, area, etc.), and/or assisting a coordinator/supervisor in the oversight of the operation of a state industries product division.

State Industries Production/Sales Coordinator

Employees in this class meet one of the following concepts:

1. Lead two or more technicians and coordinate production activities in one or more state industries product division(s); or
2. Are assigned sole responsibility for all of a product division's production, purchasing, financial goals, product development, and deliveries; or
3. Manage key account relationships through comprehensive needs assessment, account planning, and customer engagement to drive sales of state industries products and services.

Effective date: 06/26 SA