

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

State Industries Production Coordinator

Definition

Leads two or more State Industries Technicians or Senior State Industries Technicians, and coordinates production activities in one or more state industries product division(s) or is assigned sole responsibility for all of a product division's production, purchasing, financial goals, product development, and deliveries while reporting directly to state industries supervisor; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Interviews/selects residents for work in an industries product division; establishes the level of skill and competency necessary for inmates to perform various jobs in the product division and trains/assists in the training of residents in the acquisition of those skills.

Enforces institutional security rules/regulations and consults with a higher authority on security problems to develop procedures in keeping with institutional policy; restores order when disturbances occur between residents.

Observes/evaluates residents' work performance, technical development, and social adjustment and regularly reports progress to the proper institutional authority.

Provides technicians/residents with training on Occupational Safety and Health Administration rules/regulations prior to beginning work and insures they are understood and followed.

Receives/evaluates customer complaints and makes changes in methods and procedures to improve product quality.

Instructs technicians/residents in product quality and ensures the amount of re-work does not exceed acceptable standards; recommends the purchase of equipment and allocation of production space.

Works with purchasing staff to insure that raw materials/capital items purchased for use in the product division meet established specifications and are cost effective; communicates with vendors to obtain needed goods and services; makes periodic sales calls on customers.

Develops new products or services and oversees the production of models/prototypes; determines if a quality product/service can be cost effectively manufactured or delivered.

Analyzes income/expense levels and adjusts procedures to improve profit margin; makes recommendations and provides alternatives to a higher authority on the division's profitability.

Assists supervisor in training of staff.

Competencies Required

Knowledge:

- Production and Processing – Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Engineering and Technology – Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Administration and Management – Business and management principles involved in resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and negotiation.

Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Identify when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Control Precision – Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Near Vision – See details at close range (within a few feet of the observer).
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Coordination – Adjusting actions in relation to others' actions.
- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operation and Control – Controlling operations of equipment or systems.

- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Three years of full-time work experience in the direction of employees in one of the following areas related to the manufacture/delivery of Iowa State Industries products or services:
 - a. *Wood Furniture Fabrication*: cutting, planing, shaping, routing, gluing, staining, and assembling wood furniture.
 - b. *Upholstery Fabrication*: cutting patterns, sewing, stitching, tacking, gluing, and assembling fabric and foam upholstery items.
 - c. *Braille Production*: translation of printed documents into Literary and/or Nemeth Code Braille using the Perkins Braille writer and/or computer translation programs, thermoforming, binding, producing raised line drawings.
 - d. *Graphics Arts Production*: layout, proofing, darkroom operation, screen-printing, press operation (offset, duplicator, desktop publishing), binding, and cost estimating.
 - e. *Chemical Formulation*: mixing, blending, bottling, packaging, and labeling personal care, floor care, kitchen, laundry, and bathroom chemical products.
 - f. *Sign Fabrication*: blanking, shaping, and forming metal, wood, and plastic into sign substrate. Application of reflective or non-reflective sheeting to substrate to produce traffic control signs.
 - g. *Warehouse Operations*: receiving, accounting for, storing, and disbursing raw materials, component parts, and finished products. Loading, unloading, routing, and dispatching delivery vehicles.
 - h. *Service Center Operation*: receiving, processing, recording, and fulfilling incoming telephonic calls. Initiating, recording, and servicing outgoing calls. Responding to and servicing mailed and electronically transferred requests for information; using computers to provide services.
 - i. *Industrial Safety*: implementing and administering programs to assure compliance with the standards of regulatory agencies (OSHA, EPA, etc.) in manufacturing plants. Providing safety training to personnel in industrial plants.
 - j. *Manufacturing Support Services and Production Control*: coordinating the disbursement of raw materials and component parts to production shops; scheduling the output of production shops to assure efficient final assembly; scheduling and routing delivery of finished goods; coordinating on-site installation of large projects between production, delivery, contracted vendors, and customers; inventory control; quality control; micro-graphics, or computer based production control and support.
- 2) Three years of full-time work experience in the supervision/training of correctional residents or employees in the manufacture/delivery of products or services.

- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Senior State Industries Technician or to years of full-time work as a State Industries Technician.

Notes

Within a period of time after hire, as determined by the appointing authority, persons in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

Effective date: 8/16 AKG