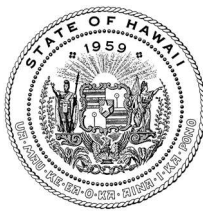


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



DEPT. COMM. NO. 01

TOMMY JOHNSON
DIRECTOR

Melanie Martin
Deputy Director
Administration

Vacant
Deputy Director
Correctional Institutions

Sanna Muñoz
Deputy Director
Rehabilitation Services
and
Programs

STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII
**DEPARTMENT OF CORRECTIONS
AND REHABILITATION**
*Ka 'Oihana Ho'omalu Kalaima
a Ho'oponopono Ola*
1177 Alakea Street
Honolulu, Hawaii'i 96813

No. _____

December 9, 2025

The Honorable Ronald D. Kouchi, President and
Members of the Senate
Thirty-Third State Legislature
Hawaii'i State Capitol
415 South Beretania Street, Room 409
Honolulu, Hawaii'i 96813

The Honorable Nadine K. Nakamura, Speaker
and Members of the House of Representatives
Thirty-Third State Legislature
Hawaii'i State Capitol
415 South Beretania Street, Room 431
Honolulu, Hawaii'i 96813

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

For your information and consideration, I am transmitting a copy of the Department of Corrections and Rehabilitation's Hawaii Correctional Industries Annual Position Listing Report, as required by Section 354D.3.5, Hawaii Revised Statutes. In accordance with Section 93-16, Hawaii Revised Statutes, I am also informing you that the report may be viewed electronically at <https://dcr.hawaii.gov/publications/reports-to-legislature/>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tommy Johnson".

for Tommy Johnson
Director



DEPARTMENT OF CORRECTIONS AND REHABILITATION

Fiscal Year 2025

ANNUAL REPORT OF HAWAII CORRECTIONAL INDUSTRIES

Section 354D-3.5; Hawaii Revised Statutes

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.*

1.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	102349	CI Administrator	9,808

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.

2.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103139	CI Specialist I – DOT	4,172

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of offenders assigned to this shop. The incumbent is responsible for job cost estimate, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other standards. The incumbent is also responsible for the 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 Supervisor	Vacant

Duties and Responsibilities: This position is directly responsible to the CI 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, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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 CI 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, inventory controls, controlling costs analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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 CI 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 the supervision of two to 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, and prepares a "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	5,800

Duties and Responsibilities: This position is directly responsible to the CI 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, maintaining close communications with customers, quality control programs, marketing programs, and representing 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	Vacant

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten to twenty (10-20) inmates assigned to the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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 the Correctional Industries Division. The incumbent works under the general supervision of the CI 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	4,176

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of offenders assigned to the DOT. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, the servicing of vehicles, safety training, and the 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 CI Specialist V for managing a wide range of Correctional Industries programs, all maintenance labor force work lines, and sewing, and manages the CI 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	3,990

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 provide 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.

12.	<u>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 CI 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 CI 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.

13.	<u>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 CI 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 representing 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.

14.	<u>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 CI Specialist II for the supervision, guidance, and training of up to ten inmates assigned to the Delivery Work line. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, the servicing of vehicles, safety training, and the overall operations of this work line.

Usual Work Site: Waiawa Correctional Facility.

15.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103424	Business Manager V	6,200

Duties and Responsibilities: This position is directly responsible to the CI 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 CI 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.

16.	<u>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 CI 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 assisting the 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.

17.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	103426	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 to twenty inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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	4,986

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten to twenty inmates assigned to the Sewing Shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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 to twenty inmates assigned to the Sewing Shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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 inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, the servicing of vehicles, safety training, and the 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 inmates assigned to the Delivery Work line. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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	4,176

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten to twenty inmates assigned to a shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the 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	4,172

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten inmates assigned to the DOT crew. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, the servicing of vehicles, safety training, and the overall operations of this crew.

Usual Work Site: Waiawa Correctional Facility.

24.	<u>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 and 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.

25.	<u>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 CI Specialist II for the supervision, guidance, and training of ten to twenty inmates assigned to a shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of the shop.

Usual Work Site: Waiawa Correctional Facility.

26.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	106473	CI Specialist V – Operations Manager	6,200

Duties and Responsibilities: This position is directly responsible to the CI Administrator for managing the DCR Canteen Operation, Furniture/Light Construction Plants, Sewing Plant, Mattress Plant, Print and Bindery Shop, and 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.

27.	<u>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 to twenty inmates assigned to a shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of a shop.

Usual Work Site: Waiawa Correctional Facility.

28.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	109312	CI Clerk II – Pre-Audit	3,990

Duties and Responsibilities: This position is directly responsible to the CI Business Manager V, for Business Office clerical support. The incumbent is responsible for assuring compliance with established procurement practices, invoicing standards, and payroll processing methods. Assists with follow-up and tracking of accounts payable and receivable and provides receptionist and clerical services as necessary.

Usual Work Site: Waiawa Correctional Facility.

29.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	109313	CI Specialist I – DOT	4,176

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten to twenty inmates assigned to a shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of a shop.

Usual Work Site: Waiawa Correctional Facility.

30.	<u>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 CI Specialist V for managing the CI Print Shops. The incumbent is responsible for the 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.

31.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	109316	CI Specialist II – Production	5,298

Duties and Responsibilities: This position is directly responsible to the CI 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 Corrections and Rehabilitation agreements, including but not limited to ACO uniforms, mattresses, and the centralized inmate canteen. Submits weekly reports, assists in sales forecasting, conducts research, surveys, and develops customer product lines in furniture, printing, garments manufacturing goods, and expands maintenance labor force services.

Usual Work Site: Halawa Correctional Facility

32.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	109317	CI Specialist II – Operations	4,869

Duties and Responsibilities: This position is directly responsible to the CI Specialist III for the supervision, guidance, and training of up to ten inmates assigned to the shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Waiawa Correctional Facility.

33.	<u>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 to twenty inmates assigned to a shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of a shop.

Usual Work Site: Waiawa Correctional Facility.

34.	<u>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 provide 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.

35.	<u>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 inmates assigned to the Delivery/Installation crew. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of this crew.

Usual Work Site: Waiawa Correctional Facility.

36.	<u>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 inmates assigned to the DOT crew. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of this crew.

Usual Work Site: Waiawa Correctional Facility.

37.	<u>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 the Correctional Industries Print Shop, Graphics Section. The CI Specialist II is directly responsible for the general supervision of 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.

38.	<u>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 CI 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 assisting the CI Administrator in expanding Joint Venture Programs.

Usual Work Site: Waiawa Correctional Facility.

39.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	112139	CI Specialist I – DOT	4,176

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten to twenty inmates assigned to the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Waiawa Correctional Facility.

40.	<u>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.

41.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary</u>
	112871	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 inmates assigned to the Delivery/Installation crew. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of this crew.

Usual Work Site: Kulani Correctional Facility.

42.	<u>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 to twenty inmates assigned to this shop. The incumbent is responsible for job cost estimates, production planning, inventory controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for the maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

43.	<u>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.

Usual Work Site: Halawa Correctional Facility.

Hawaii Correctional Industries is authorized one (1) Civil Service position within the Correctional Industries Division, Department of Corrections and Rehabilitation.

1.	<u>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, inventory, job orders, invoices, and deposit records.

Usual Work Site: Waiawa Correctional Facility.