

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Correctional Beverage Processing	<u>SERIES NUMBER</u> 5354
	<u>MAJOR AGENCIES</u> Rehabilitation & Correction only	<u>EFFECTIVE</u> 01/09/2005

SERIES PURPOSE
The purpose of the correctional beverage processing occupation is to oversee inmate workers & participate in receiving, processing & supplying dairy products &/or juice to all correctional facilities in the state's penal system.

At the lower level, incumbents oversee inmates in receiving, packaging & shipping of processed milk &/or juice.

At the higher level, incumbents supervise beverage plant personnel & ensure security of inmate workers.

<u>CLASS TITLE</u> Correctional Dairy Processing Plant Operator	<u>CLASS NUMBER</u> 53541	<u>PAY RANGE</u> 08	<u>EFFECTIVE</u> 01/09/2005
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CLASS CONCEPT
The full performance level class works under general supervision & requires considerable knowledge of milk processing methods & techniques & skill in operating dairy plant equipment in order to oversee inmates in all phases of receiving, processing, packaging & shipping of processed milk, &/or juice, operate milk processing equipment & conduct required tests on milk & dairy products.

<u>CLASS TITLE</u> Correctional Beverage Processing Plant Supervisor	<u>CLASS NUMBER</u> 53545	<u>PAY RANGE</u> 09	<u>EFFECTIVE</u> 01/09/2005
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CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of production management & milk processing methods & techniques in order to coordinate & oversee all processing, packaging, handling & distribution operations of correctional beverage processing plant, supervise beverage plant personnel & insure security of inmate workers.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Dairy Processing Plant Operator	53541	06	01/09/2005	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors inmate workers in all phases of receiving, packaging & distribution of processed milk &/or juice (e.g., cleaning & bagging empty cartons; filling cartons with processed milk &/or juice; loading trucks) & participates in same.

Operates milk processing equipment (e.g., separator, homogenizer, holding tanks), cleans & sanitizes holding tanks & pipelines, conducts variety of tests on milk (e.g., butter fat, milk fat, antibiotic, acidity, lactometer & phosphate tests) & monitors & adjusts temperature & gauges of coolers & holding tanks.

Maintains building security; secures windows, doors & tools; operates milk bulk tanker to deliver milk &/or juice; writes conduct reports on inmates & records figures regarding quantity & milk testing.

MAJOR WORKER CHARACTERISTICS:

Knowledge of milk processing methods & techniques; security measures for detention of felons in controlled environment*; fractions, decimals & percentages. Skill in operation & maintenance of dairy processing & testing equipment. Ability to understand system of mechanical procedures; read, copy & record figures; lift up to 55 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 12 mos. trg. or 12 mos. exp. in operation & maintenance of dairy processing equipment.

-Or equivalent of Minimum class Qualifications For Employment noted above.

Note: If assigned to operate milk bulk tanker; valid Commercial Driver's License is required.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain & annually renew milk hauler & milk processor license as issued by Board of Health pursuant to Section 3707.374 ORC & milk handlers license & appropriate licenses for weigher, sampler, tester & bulk tank operator as issued by Department of Agriculture pursuant to Section 917.04 & 917.11 ORC. Employees must be licensed within 1 yr. from date of hire.

UNUSUAL WORKING CONDITIONS:

Exposed to constant noise; potentially dangerous equipment & inmate conflicts.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Beverage Processing Plant Supervisor	53545	EX	01/09/2005	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees & coordinates activities of correctional beverage processing plant, instructs, trains & supervises dairy personnel & inmate workers in plant operation & equipment maintenance & provides expertise in production control & planning.

Analyzes plant operation & provides department &/or institution management with information & recommendations for production improvement (e.g., what products to emphasize & related production needs).

Operates & maintains all equipment used in processing & packaging of milk, cream & ice cream & conducts variety of tests on dairy products (e.g., butter fat, milk fat, antibiotic, acidity, lactometer & phosphate tests) & takes & records tank readings & temperatures.

Maintains production & distribution records; prepares & maintains schedules for equipment maintenance & repair; analyzes future equipment needs & periodically updates required parts inventory for sensitive & complicated equipment.

Works with other institutional personnel (e.g., farm managers, food service workers, custody staff) regarding scheduling of production, delivery, equipment &/or supplies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of milk processing methods & techniques; production management*; supervisory principles/techniques*; inventory control*; security measures for detention of felons in controlled environment*; fractions, decimals & percentages. Skill in operation & maintenance of dairy processing & testing equipment. Ability to understand system of mechanical procedures; apply principles to solve practical, everyday problems; read technical manuals & instructions; prepare & maintain production & distribution records; lift up to 55 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; licensed as milk hauler, milk processor, milk handler, weigher, sampler, tester & bulk tank operator pursuant to Sections 917.04 & 917.11 ORC & Section 3707.374 ORC; 24 mos. exp. in operation & maintenance of beverage plant processing equipment (e.g., beverage handling, product packaging, delivery dock, tool room).

-Or 12 mos. exp. as Correctional Beverage Processing Plant Operator, 53541.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Positions assigned to beverage processing plant must annually renew appropriate licenses for weigher, sampler, tester, bulk tank operator as issued by Department of Agriculture pursuant to Section 917.04 & 917.11 ORC. All licenses subject to annual renewal.

UNUSUAL WORKING CONDITIONS:

Exposed to constant noise; potentially dangerous equipment; cold, damp rooms & inmate conflicts.